

The St Michael Steiner School

Procedure for pupils leaving the school

- Parents wishing to withdraw a child from school need to give a full term's notice by completing the School Leavers form and handing it to the Admissions Co-ordinator/Reception.
- Parents do not need to give notice for pupils who leave during their probationary term but they should still be referred to the Admissions Co-ordinator and complete a School Leavers form.
- Teachers should refer parents who have given verbal or email notice to the Admissions coordinator to ensure that the School Leavers form is completed. Any other way of giving notice cannot be accepted as the information requested on the form is needed for filing with the Local Authority.
- Teachers must pass on all other information relevant to the student leaving to the Admissions Co-ordinator.
- Once the completed School Leavers form has been received the Admissions Co-ordinator will forward a copy to the Bursar and put the original on the student's file.
- The Admissions Co-ordinator will then notify the Local Authority that the child has left and where they have gone.
- The Admissions Co-ordinator will arrange to transfer the pupil's file to the new school or college. This should be done by email to a named person, and they must be alerted that the file is being sent. The email subject line should say: CONFIDENTIAL. **Safeguarding files must be transferred separately (see below)**
- If the required term's notice has not been given the Finance Department will invoice any outstanding fees in lieu of notice and follow the Procedure for the Recovery of Fees in the event of non-payment.
- Once the student has left the school and the Local Authority has been notified the Admissions Co-ordinator will archive the file on Engage system.

Sharing Safeguarding information with the new school or college.

- When a child leaves the school, the Admissions co-ordinator must inform the Designated Safeguarding Lead who should ensure their child protection file (if any) is transferred to the new school/college as soon as possible, and within 5 days for an in-year transfer or within the first 5 days of the start of a new term.
- This should be transferred separately from the main pupil file, ensuring secure transit.
- *Secure transit* for electronic files means it must be sent using an encrypted email service if the recipient can receive it, or emailed from a school email address to a named person (the DSL) at the pupil's new school or college, marked CONFIDENTIAL, and confirmation of receipt should be requested.
- *Secure transit* for hard copies means the file must be marked CONFIDENTIAL, sent by courier or by recorded delivery to the named DSL in the new school/college, and signed for by the recipient.

- The person who receives mail at the new school/college should be notified straight away by email (subject line CONFIDENTIAL) that the file is being sent, so that they can ensure it reaches key staff such as designated safeguarding leads and SENCOs or the named person with oversight for SEN in colleges.
- The DSL/SENCO in the new school/college should also be alerted in the same way.
- If confirmation of receipt is not received within 24 hours, the DSL should contact the recipient at the pupil's new school/college and Data Protection procedures followed if the file has not been received.

Review date: January 2024