

# **School to School Pupil Passport Secondary**

This passport is to support a smooth transition if pupils move from school to school within Telford and Wrekin.

This form should be used for In Year Transfers, Managed Moves and Electively Home Educated pupils. For pupils who become Electively Home Educated, this form should also be completed by the school the pupil is leaving and returned to the Local Authority with the copy of the de-registration to electively home educate letter from the parent.

This passport has been developed with agreement from Head teachers and links directly to the agreed secondary ‘Hard to Place Protocol’. Children moving from school to school locally that meet the Hard to Place criteria should be considered through the Fair Access Protocol.

**The passport should be completed by the school in Telford and Wrekin the child is currently on roll with, before the child moves to take up the place at their new school in Telford. The receiving school may hold the school place open for a period of time whilst the form is completed and the child takes up the new school place.**

**Please note an in year application should not commence while the child is on a managed move.**

**School details**

|  |  |
| --- | --- |
| **Name of school completing the form** |  |
| **Name of the member of staff completing the form** |  |
| **Position of the member of staff completing the form.** |  |

**Pupil details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of the child** |  | | |
| **Date of birth** |  | | |
| **Year group** |  | | |
| **Address** |  | | |
| **Please Complete** | | **Yes** | **No** |
| **Child in Care** | |  |  |
| **On a Child Protection plan\*\*** | |  |  |
| **On a Child in Need Plan\*\*** | |  |  |
| **Open to Strengthening Families\*\*** | |  |  |
| **Has an Early Help Assessment\*\*** | |  |  |
|  | | **Yes** | **No** |
| **Young Carer** | |  |  |
| **Entitled to Free School Meals** | |  |  |
| **Entitled to Pupil Premium Grant /Early Years Pupil Premium** | |  |  |
| **Education and Health Care Plan\*\*** | |  |  |
| **Education and Health Care Needs Assessment Requested\*\*** | |  |  |
| **Graduated Support\*\*** | |  |  |
| **No SEND** | |  |  |
| **Has a disability or medical condition.\*\*** | |  |  |
| **English as an Additional Language\*\*** | |  |  |
| **Modified timetable in the last 6 months\*\*** | |  |  |
| **Attended alternative provision in last 6 months\*\*** | |  |  |
| **Accessing any internal support provisions within your school currently** \*\* | |  |  |
| **Been referred to the Fair Access Panel in the past 12 months\*\*** | |  |  |
| **Is there a safeguarding file for this pupil** | |  |  |
| **Meets the Hard to Place Criteria** | |  |  |
| **\*\* If Yes please provide details** | |  |  |
| **Agencies Currently Involved** | | **Yes** | **Name** |
| **Social Worker** | |  |  |
| **Strengthening Families** | |  |  |
| **Education Welfare Officer** | |  |  |
| **School Nurse** | |  |  |
| **Speech and Language** | |  |  |
| **Other** | |  |  |

**Managed Move**

**Is this a managed move? Yes No**

If this is a managed move then an In Year Application will not be processed during the trial period. If the pupil successfully moves to the receiving school, the school MUST notify [admissions@telford.gov.uk](mailto:admissions@telford.gov.uk) when the child goes on roll (including start date).

Only complete the information below if this is a managed move.

|  |  |
| --- | --- |
| **Date managed move is to be reviewed** |  |
| **Key contact in receiving school** |  |
| **Key contact at home school** |  |
| **I am aware that my child beginning a managed move, and that during this period an In Year application from will not be processed if submitted** | **Parental signature** |

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**Attendance and Behaviour details**

This section needs to be completed for all pupils.

|  |  |
| --- | --- |
| **Date the child last attended if they are not currently attending.** |  |
| **Current attendance % this academic year** |  |
| **Attendance % last academic year** |  |

|  |  |  |
| --- | --- | --- |
| **Parents should note that in year applications for pupils where low attendance or poor behaviour is highlighted might mean that the receiving school feels the threshold has been met for the child to be considered as Hard to Place and therefore will need to be referred to the Fair Access Panel.** | | |
| Has or Is the pupil: | Yes | No |
| Currently attending a Pupil Referral Unit |  |  |
| Been subject to the criminal justice system |  |  |
| Been permanently excluded in the previous 24 months |  |  |
| Had 2 or more managed moves which have failed within the previous 12 months |  |  |
| Had 1 managed move which has failed within the previous 12 months |  |  |
| Received fixed term exclusion of 5 days or less in any one term within the previous 12 months |  |  |
| Received fixed term exclusion of between 5 and 15 days in any one term within the previous 12 months |  |  |
| Received fixed Term exclusion of 15 days or more in any one term within the previous 12 months |  |  |
| Has or is the child | Yes | No |
| Had in school exclusion (5+ days) within the previous 12 months |  |  |
| Had in school exclusion (10+ days) within the previous 12 months |  |  |
| Have attendance below 90% in previous 12 months |  |  |
| Have attendance below 80% in previous 12 months |  |  |
| Have attendance below 70% in previous 12 months |  |  |
| None of the above apply – No significant behaviour or attendance concerns |  |  |
| Has been out of education for 4 weeks or more months at the point of the in year application being received by the Admissions Team |  |  |
| Gypsy Roma Traveller, refugee or asylum seeker |  |  |
| Homeless |  |  |
| Young Carer |  |  |
| Has special educational needs, disability or medical condition (but without an Education Health and Care Plan. |  |  |
| EAL with emerging levels of English (new arrivals) as assessed by Multicultural Development Team. |  |  |
| Known to other professional agencies who may present as ‘vulnerable’ (eg Children In Need, Child Protection) but with no obvious behavioural problems |  |  |
| Year 11 |  |  |
| Year 10 after Easter admission |  |  |
| **Other comments or relevant information in relation to behaviour and attendance** | | |

**Attainment details**

**Please complete the elements that are appropriate according to the age of the child**

|  |  |
| --- | --- |
| BLW | Working Below National Curriculum Standards |
| WTS | Working Towards the Expected Standard |
| EXS | Working at the Expected Standard |
| GDS | Working at Greater Depth within the Expected Standard |

|  |  |  |  |
| --- | --- | --- | --- |
| **Key Stage** | **Reading** | **Writing** | **Maths** |
| **Key Stage 2** | **BLW WTS EXS GDS** | **BLW WTS EXS GDS** | **BLW WTS EXS GDS** |
| **Key Stage 3 and** | **BLW WTS EXS GDS** | **BLW WTS EXS GDS** | **BLW WTS EXS GDS** |
| **Key Stage 4**  **Courses being followed**   |  |  |  |  | | --- | --- | --- | --- | | **Subject** | **Board** | **Currently working at** | **Expected grade** | | **English** |  |  |  | | **Maths** |  |  |  | | **Science** |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | | | | |

**Additional information related to the transfer**

|  |  |  |
| --- | --- | --- |
| **Has the parent discussed the move with you** | **Yes** | **No** |
| **Do you think the move is to the educational benefit of the child?** | **Yes** | **No** |
| **Do you have any additional comments related to the reason for the school transfer?** | | |
| **Reason for the move:**  1 Change of address 2 Change of family circumstance 3 Transport issues  4 School based concerns 5 Other | | |
| **Is there any further information you feel the receiving school needs to be aware of?** | | |

Which of the following will you be able to provide the receiving school within the next 10 days.

Please indicate.

|  |  |
| --- | --- |
|  | Current attendance print out |
|  | PEP |
|  | Attendance action plan |
|  | Schools intervention and support given in respect of issues causing concern |
|  | Records of referrals to external agencies |
|  | SEN stage, provision of support and involvement of external agencies |
|  | EHCP |
|  | Pastoral Support Programme and reviews |
|  | IEP/Behaviour Plans |
|  | Behaviour log/threshold |
|  | Assessment information |
|  | Attendance records |
|  | Records of parental interviews/discussions |

**All safeguarding records should be passed to the Designated Safeguarding Lead of the receiving school without delay.**

Headteacher signature ………………………………………………………………………….

Contact details

Date ………………………………………………………………………….