

## Guidance for School Transfer

**This guidance does not apply where a family has moved a significant distance from their previous home address which makes travel to their current school unreasonable. In this case the Admissions Team will process the application as soon as it is received.**

It is generally agreed that it is in the best interests of children and schools for school transfers to take place at the beginning of a new term. In Norfolk where a parent makes an application to change their child's school during the school year it will only be considered by the Admissions Team in line with the following timetable:

- 31 October for a transfer to take place at the beginning of the spring term (after Christmas)
- 28 (29) February for a transfer to take place at the beginning of the summer term (after Easter)
- 31 May for a transfer to take place at the beginning of the autumn term (the beginning of a new school year). Decisions regarding preference(s) will be sent out before the end of the summer term. Applications received after 31 May will be considered after all on time applications. Late applications will be processed until 4 July. After 4 July applications will be processed after 31 October. Where possible decisions regarding late applications will be sent out before the beginning of the new school year.

If a parent believes there are exceptional reasons why their child should move immediately they should provide them to the Admissions Team in writing along with the appropriate supporting documents and they will be considered by the Admissions Manager.

Please note the following:

1. Where a child is currently attending a school in the independent sector and notice to leave has been given to the school, the application will be considered for admission at the beginning of the following term to ensure continuity of education. Written confirmation of notice will be required.
2. Where medical reasons are given, a letter from a relevant medical professional will be required to support the application.
3. Where "Home education" has been disallowed by Norfolk County Council. We will seek confirmation from the Manager for Services to Home Education. If parents are currently home educating and want to access a school place it will not be considered for an immediate transfer.
4. Where issues with the current school such as severe bullying are given as the reason for a transfer, we will require additional evidence to corroborate

parents reasons. An immediate transfer will only be agreed where the current school confirms to us in writing that there is no further action that can be taken to resolve the problems.

In all cases the Admission Team will contact the current school to advise that an exception to the In Year policy is being sought and the reason for a move of school.

**Under no circumstances should you withdraw your child from their current school before an alternative school has been offered.**

Please remember that if you are concerned about any aspect of your child's schooling you should first raise the issue with their class teacher (primary school) or head of year/member of the pastoral team (secondary school). If the matter remains unresolved you should approach the headteacher who may wish to discuss your reasons for requesting a school transfer and be given the opportunity to resolve issues.

We will not process a request for an exception to the In Year policy if you have not raised the issues you are concerned about with the current school.