

**FAIRFIELD HIGH SCHOOL
TRANSFERRING SCHOOL NOTIFICATION**

Child's name: Tutor Group:

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I am writing to inform you that my child will be leaving Fairfield High School on
(date) because they are (select as appropriate):

- Transferring to another school/academy in Bristol
- Transferring to another school/ academy **in** the United Kingdom
- Transferring to another school/ academy **outside** of the United Kingdom

Please give brief details of your reason for leaving:

.....
.....

Details of the new school/academy

Name of new school/academy	
Full Address of the new school/academy	
Telephone number	
Name of person to contact about your child's admission	
Email address for person to contact about your child's admission	
Start date at the school/academy	

Signed..... Parent/Carer

Date.....

Please return to reception by hand, email to LThompson@fairfield.excalibur.org.uk or post addressed to **Ms L Thompson**.

For office use only.

Verbal confirmation of start date and written confirmation requested of start date received on (date) from (name) at the receiving school.

Signed

Date.....

FAIRFIELD HIGH SCHOOL TRANSFERRING SCHOOL – A GUIDE FOR PARENTS

It is always sad to see a student leave our academy for any reason but we do understand that sometimes it is unavoidable. In order to ensure a smooth transition of student details between schools and to maintain effective safeguarding procedures, we do ask that you provide us with full details of the next step in your child's education. Failure to inform us of a move, or to provide us with sufficient information of the transfer, may result in the academy informing the Local Authority that your child is a "Child Missing Education" and/or your child remaining on our roll, and all absence being recorded as unauthorised (see below **Penalty Notices and Prosecution**)

1. Notifying Fairfield of a Local or National Transfer

Where possible notification must be made in writing at least **two weeks** in advance of a school transfer, with **full details of the new school**, by the parent/carer with whom the student normally resides. **If you are the child's parent but you do not normally live with the child you must seek the consent of the parent/carer with whom the child lives and that person should make the notification.**

2. International School Transfers

If you are moving to abroad we will still need formal notification in writing that your child is registered to attend a school upon their arrival in their new home country. We will ask for confirmation of attendance on the given start date so if possible please ensure the receiving school is aware that we will contact them and give us a school contact name with some knowledge of English.

To make this process easier you can complete our **TRANSFERRING SCHOOL NOTIFICATION** form to notify us of either transfer as this will provide us with all of the information that we need.

Safeguarding and Transfers

If we are concerned that a transfer may pose a safeguarding risk, parents/carers will be invited to a pre-absence meeting to discuss our duty to safeguard students who are leaving our care.

If a receiving school does not make contact or confirm the details submitted to us we will complete a **Pupil Tracking Form** or report the child as a **Child Missing Education** to Bristol Local Authority.

Penalty Notices and Prosecution

Parents/Carers have a legal responsibility to ensure that their child(ren) attend school on a regular basis. It is a criminal offence under Section 444 of the Education Act 1996 (amended regulations 2013) to fail to secure regular attendance of a registered pupil at the academy. A **Penalty Notice** may be requested if a student has a high number of unauthorised absences within an academic year. In cases where a penalty notice has been issued previously and/or there is a persistent failure to secure good attendance, we may request that the Local Authority supports us in a **criminal prosecution of the parents.**