



# Leaving the school

Parent Mini

Guides

The Three Schools

## Procedure for pupils leaving school mid-year

1. School is informed by parent / carer
2. Office Manager
  - In – Year application form given to children moving to a Bucks school for reasons other than a house move.
  - Create CTF file and forward to new school
  - Post pupils paper file (containing reports etc) to the new school
  - Inform admissions that space has now become available
3. The Classteacher will:
  - Give pupil's work to parent/ carer
  - Update and pass on records to new school
  - Celebrate last day at school within class
4. The Headteacher will:
  - Inform new school of any relevant background information





