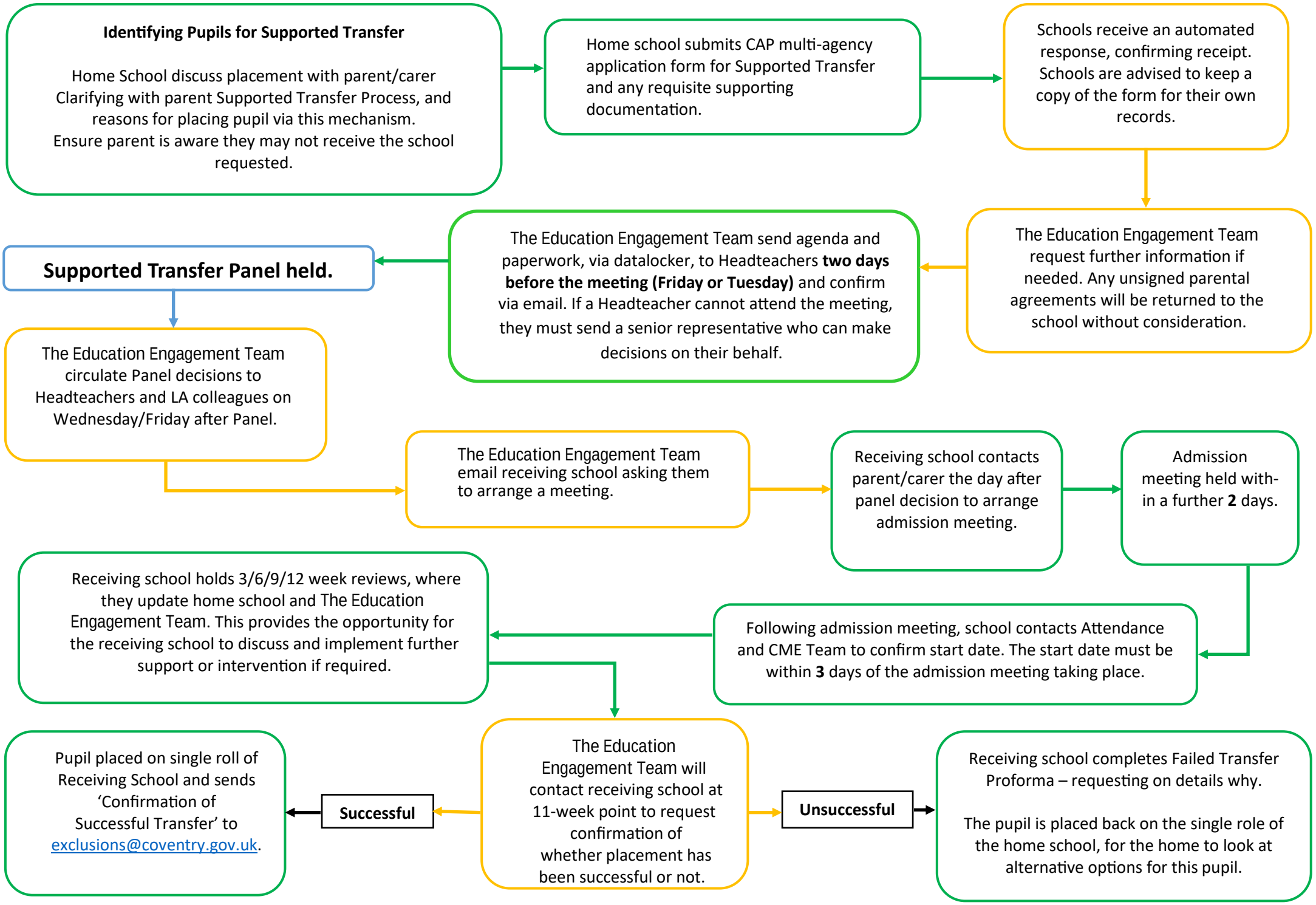
Identifying Pupils for Supported Transfer
Home School discuss placement with parent/carer Clarifying with parent Supported Transfer Process, and reasons for placing pupil via this mechanism.
Ensure parent is aware they may not receive the school requested.
Home school submits CAP multi-agency application form for Supported Transfer and any requisite supporting documentation.
Schools receive an automated response, confirming receipt. Schools are advised to keep a copy of the form for their own records.
The Education Engagement Team request further information if needed. Any unsigned parental agreements will be returned to the school without consideration.
The Education Engagement Team send agenda and paperwork, via datalocker, to Headteachers two days before the meeting (Friday or Tuesday) and confirm via email. If a Headteacher cannot attend the meeting, they must send a senior representative who can make decisions on their behalf.
Supported Transfer Panel held.
The Education Engagement Team circulate Panel decisions to Headteachers and LA colleagues on Wednesday/Friday after Panel.
The Education Engagement Team email receiving school asking them to arrange a meeting.
Receiving school contacts parent/carer the day after panel decision to arrange admission meeting.
Admission meeting held with-in a further 2 days.
Following admission meeting, school contacts Attendance and CME Team to confirm start date. The start date must be within 3 days of the admission meeting taking place.
Receiving school holds 3/6/9/12 week reviews, where they update home school and The Education Engagement Team. This provides the opportunity for the receiving school to discuss and implement further support or intervention if required.
The Education Engagement Team will contact receiving school at 11-week point to request confirmation of whether placement has been successful or not.
Successful
Pupil placed on single roll of Receiving School and sends 'Confirmation of Successful Transfer' to exclusions@coventry.gov.uk.
Unsuccessful
Receiving school completes Failed Transfer Proforma – requesting on details why.
The pupil is placed back on the single role of the home school, for the home to look at alternative options for this pupil.