

School Transitions and Leavers:

Process and Reporting Requirements - Reminders for all Schools

Starting at a new school can be an exciting but challenging time for children, parents and schools. It is important to highlight the role they, and the LA, can provide in ensuring every child makes a smooth and successful transition to their next phase of education with regards to the following situations:

- If parent accepts an offer, the school place is allocated, and child is placed on the expected list.
Schools are expected to put on roll by the first day of term and follow non-attendance processes if child fails to attend.

- If parent wishes to reject the offer, an alternative education must be confirmed in place before a rejection is accepted. The Admissions team will support this process. If an alternative education cannot be confirmed, the original allocated place at the school remains and child will be placed on the expected list.
Schools are expected to put on roll by the first day of term and follow non-attendance processes if child fails to attend.

- If parent neither accepts or declines the offer, school place is allocated, and child is placed on the expected list.
Schools are expected to put on roll by the first day of term and follow non-attendance processes if child fails to attend.

- If, in specific circumstances, a child is not going to be able to attend the allocated school place and parents cannot provide an alternative education option:
 - **The Allocated School** is expected to engage with the parent to establish the reasons, encourage and support with attendance elsewhere, update the Admissions team and advise parent to do the same. Schools can also advise the CME team at cme@worcestershire.gov.uk.

 - **LA Admissions team** will discuss alternative education options with parent, remind them of their parental responsibilities under the Education Act and the risk and consequences of becoming CME. Parents and schools will also be advised that unless an alternative education is identified a place can still be allocated at the offered school. Admissions will also flag to the CME team, who will monitor attendance/admissions in the new academic year and action as appropriate.

School Leavers

As at the end of any academic year, many children will be making the phased transition to Middle or High school. Schools should **not** normally need to notify WCC of these children. However, in certain circumstances schools **are** requested to submit a Leavers Form if they are aware of any child who is due to make a statutory transition at the end of the academic year and:

- does not have an agreed destination,
- are leaving the county/country,
- are moving to the independent sector,
- parents have chosen to Electively Home Educate (EHE).

Additionally, if you are a school expecting a new child to start at your school who does not turn up you will be expected to make reasonable enquiries to confirm their whereabouts and safety. If you are advised the child or young person is no longer due to attend your school, or you are unable to make contact please immediately advise cme@worcestershire.gov.uk

Please note: It is a statutory requirement that all schools are expected to advise the LA of any **in-year** leavers, selecting a legal reason for removing from roll via the [Children's Services Portal](#)

This is the expected method of notifying the local authority of school leavers and should always be **officially completed even if another service/team in the authority has also been advised.**