



Community Services: Education

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To: Heads of all Educational Establishments

Dear Colleague

Transfer of children from primary to secondary school

The authority's arrangements for the transfer of children and young people from primary to secondary schools and the role of head teachers/campus principals in implementing the associated procedures are set out below.

1 General

On completion of their primary education, children and young people will normally transfer to the associated secondary school unless they have been granted a placing request to another secondary school.

Where a secondary school has a delineated area, the relevant primary schools whose catchment areas lie within that delineated area are described as 'associated' primary schools. In such cases only those primary pupils residing within that area, or having been in attendance at a formerly associated primary school before the date of the delineation will transfer for secondary education to that school.

Children and young people attending a primary school located within the delineated area of the secondary school as a result of a successful placing request made after the date of delineation will not automatically transfer to the secondary school but will require to have a formal placing request to that effect made on their behalf.

2 Transfer date

Children and young people will be transferred from primary school to secondary school once per year on the date intimated as the start of the new session for pupils.

3 Age for transfer

Transfer will normally take place between the ages of 11½ years and 12½ years. Attention should be given to ensuring that as many children and young people as

possible have the opportunity of completing 4 full years of secondary education before attaining statutory school leaving age. No child or young person should be transferred before he/she has attained the age of 11 years, except in clearly defined special circumstances and then only with the formal approval of the Executive Director of Community Services or delegated head of service.

4 Procedures

The head teacher/campus principal of the primary school will advise parents/carers in December each year that their children are due to transfer to secondary school in the following August. The name of the secondary school with which the particular primary school is normally associated should be given. Information on the links established with that school should be provided. Details of all liaison meetings for parents which are normally held should also be included.

Where the primary school is associated with a secondary school with a delineated area, particular care will require to be taken to give appropriate advice to the parents of children and young people attending that primary school as a result of placing requests.

5 Placing requests

At the same time, these parents/carers should be advised of their right to make a placing request to another school under the management of the education authority. They should be provided with details of how such a request should be made and, where it is sought, how to access information about other schools in the locality.

Normally where a placing request has been granted at the primary stage, parents/carers have the option of choosing, at the time of transfer to secondary education, which of two secondary schools their children shall attend, namely the secondary school for the local area in which they reside or the secondary school to which children and young people in the primary school where their children have been placed normally transfer. Should parents/carers select this latter option and should the chosen secondary school be beyond walking distance limits, in terms of the authority's home to school transport policies parents/carers must meet all transport costs except in the most exceptional circumstances.

However, in the case of a secondary school which has a delineated area and where a placing request has been granted at the primary school stage to a formerly associated primary school before the date of delineation, the catchment area of which lies within the new delineated area of the secondary school, parents/carers have the option of transferring to one of two secondary schools, viz the secondary school for the local area in which they reside or the secondary school within whose delineated area the primary school is located. Should parents/carers select this latter option and should the chosen secondary school be beyond safe walking distance, again

parents/carers must meet all transport costs except in the most exceptional circumstances.

Where a placing request is granted following the date of delineation to a primary school located within the delineated area of a secondary school, parents/carers will gain no automatic placement option at the time of transfer to secondary education. The only secondary school to which their children will have the right of transfer without a further placing request being made will be that secondary school for the local area in which the parents/carers reside.

6 Arrangements for transfer

Where parents/carers have indicated their intention to have their children transfer to a secondary school other than that with which their primary school is associated (either by making a further placing request or by reverting to their own local area school) the head teacher/campus principal of the primary school must notify the head teacher/campus principal of the named secondary school in accordance with existing procedures. This information must be passed on no later than 1 February.

Thereafter primary schools will electronically transfer pupil records to their chosen secondary school using SEEMiS. Once the secondary schools have provisionally enrolled the pupils they will have access to the following:

- i the sex, date of birth of each child and young person;
- ii indications of each child and young's attainments in language and mathematical skills;
- iii comments on any special interests or aptitudes of each child and young person, for example in science or technology, an ability in music, art or creative writing, physical education, drama or dance;
- iv comments on any other relevant factors which might influence a child and young person's abilities, aptitude and attitudes on transfer to the secondary school.

It is important that while full consultation between the appropriate primary and secondary school staff is a continuous process particular emphasis should be placed on discussions during the P7 year concerning the children and young people to be transferred at the start of the new session. Opportunity for the staff of the schools concerned to visit one another's schools should be encouraged as should planned induction visits by children and young people to their new school in May or June. Where children and young people will require to live in a school hostel or lodgings in order to attend the secondary school on a daily basis, head teachers/campus principals and school staff from both primary and secondary schools should similarly liaise and cooperate fully with the officer in charge of the hostel and parents in ensuring high quality, supportive hostel induction arrangements and the

effective transfer of relevant information.

7 School handbook

The head teacher/campus principal of the secondary school will also, before the time of children and young peoples' transfer to secondary school, fully inform their parents/carers of the school's curricular philosophy and of the various stages at which educational career decisions will require to be taken in future years following discussions and advice from the head teacher/campus principal and staff. This information should be contained in the school handbook which must be given to parents/carers in December when they are considering which secondary school they would prefer their children to attend.

8 Appeals

If parents/carers are aggrieved by any decision to transfer their children to a given secondary school or to retain their children at the primary stage, they have the right to lodge an appeal committee set up under section 28D of the Education (Scotland) Act 1980.

Should parents be dissatisfied with the result of the authority's appeal procedure in terms of Section 28F of the Education (Scotland) Act 1980, they have the right to appeal to the Sheriff.

9. Transfer of Records

Pupil records should be transferred, following receipt of parental confirmation, to their chosen secondary school no later than the end of February.

Receiving schools should provisionally enroll pupils, at their current year stage (i.e. P7), with a start date of the pupil return date in August of the same year

Primary schools should arrange for the transfer of paper files, such as the PPR, to the appropriate secondary school by the end of the summer term.

Date and method of transfer of individual PPRs should be recorded by both outgoing and incoming schools for audit purposes. If a PPR is posted schools should ensure they use a secure postal method such as special delivery.

Yours sincerely

Executive Director of Community Services

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