

PARK SCHOOL – LEAVERS' PROCEDURE

This procedure is applicable to the whole school, including the whole of the Early Years Foundation Stage.

1. INTRODUCTION

- 1.1 The safety and security of children in our care is paramount. Every care is taken to ensure that the children are accounted for at all times, including when they leave Park School.

2. PROCEDURE FOR A CHILD LEAVING PARK SCHOOL

- 2.1 When a child is leaving Park School at the end of Year 6 we receive a list from the local authority with their assigned secondary school.
 - 2.1.1 In the first few days of the Michaelmas term a safeguarding request will be received from the schools the Park pupils have left to attend. This is usually via email. The DSL will respond to this request and these children will be signed off as attending the school expected with no further action.
 - 2.1.2 If a safeguarding request is not received, then the Admissions officer will call the school the pupil was going to attend to check they have started the term as expected. If this is confirmed, these children will be signed off as attending the school expected, with no further action.
 - 2.1.3 If they are not attending the school the Admissions Officer or DSL will call the local authority to raise a concern about the child's school place.
- 2.2 When a child leaves Park School from a year group other than at the end of Year 6 the following procedure is followed:
 - 2.2.1 On the day the child is due to start their new school the Admissions officer or DSL will call the school we have been told they will be attending to check they have attended that day as expected. If this is confirmed the child will be signed off as attending the school expected with no further action.
 - 2.2.2 If they are not attending the school the Admissions Officer or DSL will call the local authority to raise a concern about the child's school place.