

CTF Procedures: S2S guidance for Wokingham maintained schools

PLEASE READ SECTION 10 OF THE CHILDREN MISSING IN EDUCATION POLICY

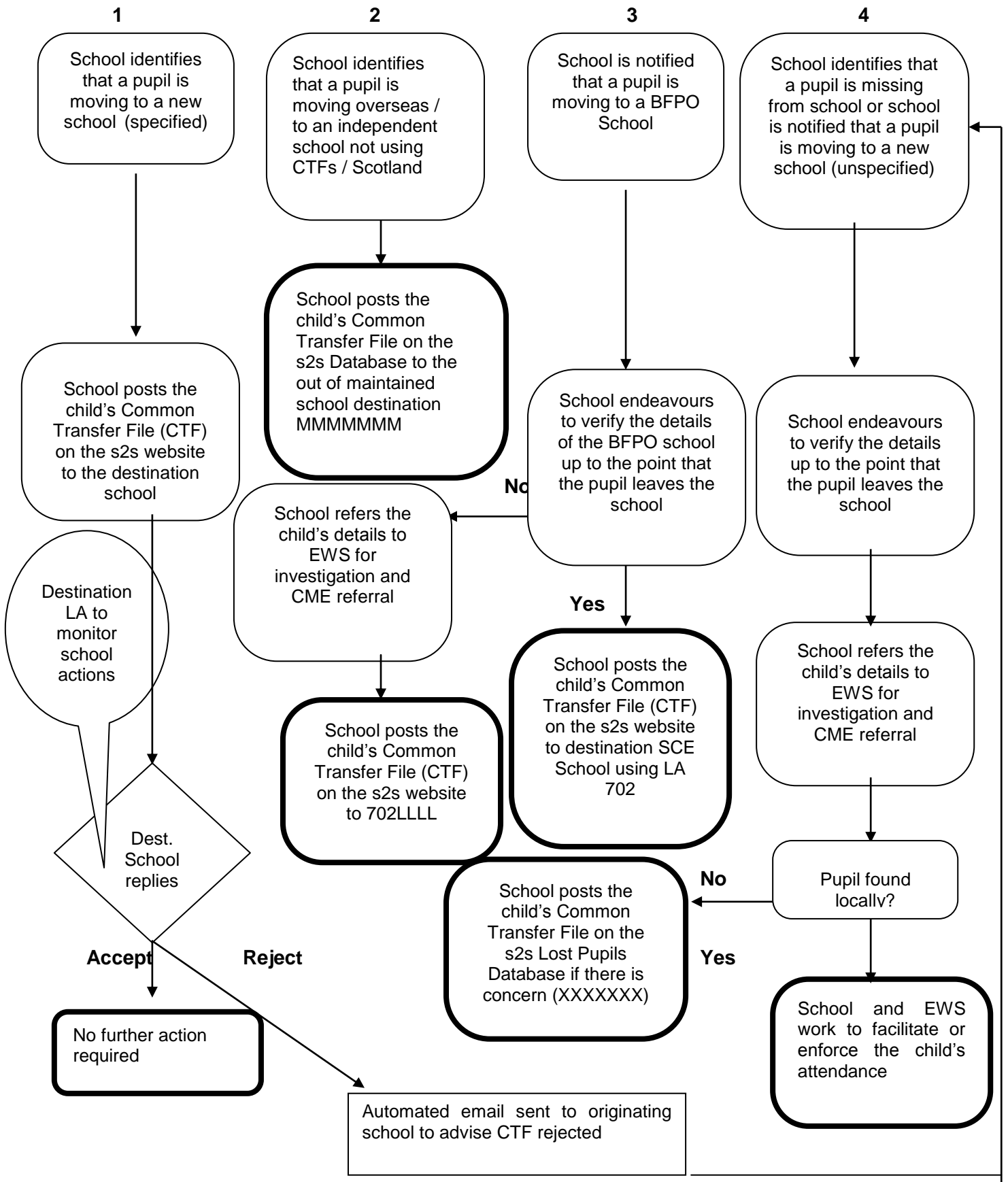
What to do when a pupil **LEAVES** your school (These procedures are statutory)

	SCENARIO	Action to be taken by school:		Further contact information
		Sending Common Transfer File (CTF)	Alerting other agencies	
1	Pupil leaves school to go to another identified school which has a DfE number (includes all maintained schools)	A CTF is created and sent via the s2s website to the identified destination school within 15 working days of the pupil being removed from your school's roll.	None	None
2	Pupil leaves school to go overseas / to an independent school not using CTFs / Scotland	A CTF is created and sent via the s2s website to destination MMMMMMMM. e.g. <i>872SSSS_CTF_MMMMMMMM_001.XML</i>	Any concerns then contact should be made with EWS to confirm child's whereabouts	None
3	Pupil leaves school to go to a British Forces School (BFPO)	A CTF is created and sent via the s2s website to destination BFPO if known or to 702LLLL e.g. <i>872SSSS_CTF_702LLLL_001.XML</i>	None	None
4	Pupil leaves school and there is concern as the destination is unknown and the school has been unsuccessful with their normal follow-up procedure for school absence.	A CTF is created and sent via the s2s website to destination XXXXXXXX (Lost Pupil Database [LPD]) e.g. <i>872SSSS_CTF_XXXXXXX_001.XML</i> This should only be done when confirmation to do so has been received from Education Welfare Service (EWS)	Contact should be made with EWS so that measures are in place to track the whereabouts of this child.	EWS – School's Education Welfare Officer (your school will have contact details).
<p>When contacted by a school that has had a 'Lost' pupil arrive at their school from your school, contact the EWS and ask them to remove the original CTF that was sent to the LPD.</p>				

CHILDREN'S SERVICES CONTACTS

Education Welfare Service (LPD) – Alison.pennicott@wokingham.gov.uk Tel: 0118 974 6193
 S2S Administration – perf.data@wokingham.gov.uk Tel: 0118 974 6268

FLOW DIAGRAM FOR PUPILS LEAVING SCHOOL



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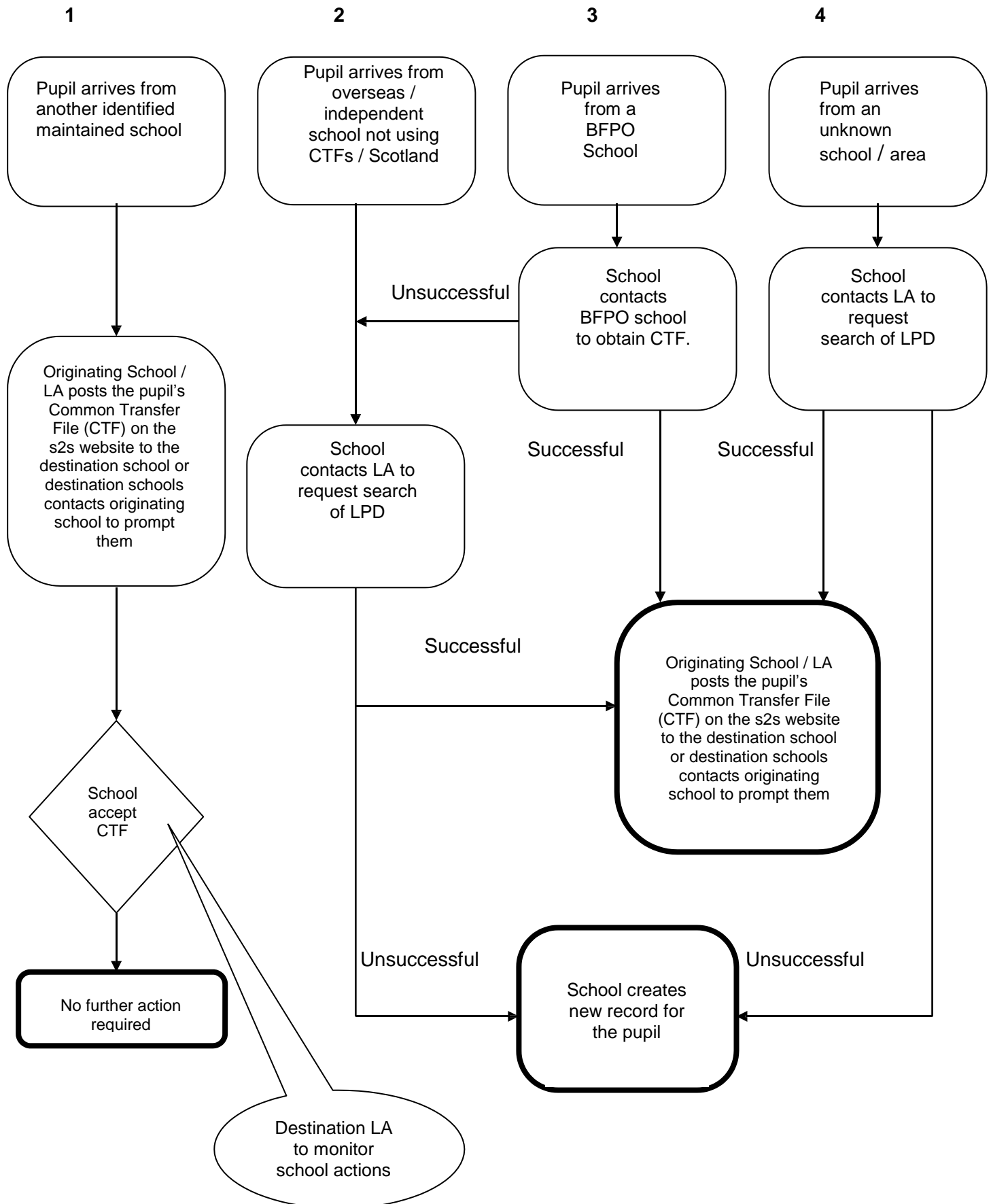
What to do when a pupil **JOINS** your school: (These procedures are statutory)

	SCENARIO	Action to be taken by school:		Further contact information
		Common Transfer File (CTF)	Alerting other agencies	
1	Pupil arrives from another identified maintained school	Schools should receive notification from the s2s website that there is a CTF waiting for them to collect (within 15 working days) Schools should contact the original school and ask for a CTF if this does not happen	If the CTF was posted to the Lost Pupil Database (LPD) the originating school should be instructed to contact their LA to remove the file	Origin school to contact their LA's EWS (to remove file from LPD).
2	Pupil arrives from overseas / independent school not using CTFs / Scotland	None	School should contact their LA to request search of pupil data from LPD / national pupil database	EWS – for LPD search
3	Pupil arrives from a BFPO School	Schools should receive notification from the s2s website that there is a CTF waiting for them to collect (within 15 working days) Schools should contact the original BFPO school and ask for a CTF if this does not happen	If BFPO cannot be contacted, school should contact LA to search LPD	EWS – for LPD search
4	Pupil arrives from an unknown school / area and parents / pupil fail to provide information from previous school	None	School should contact LA to request search of pupil data from Lost Pupil Database (LPD) / national pupil database	Education Welfare Service (EWS) - for LPD search

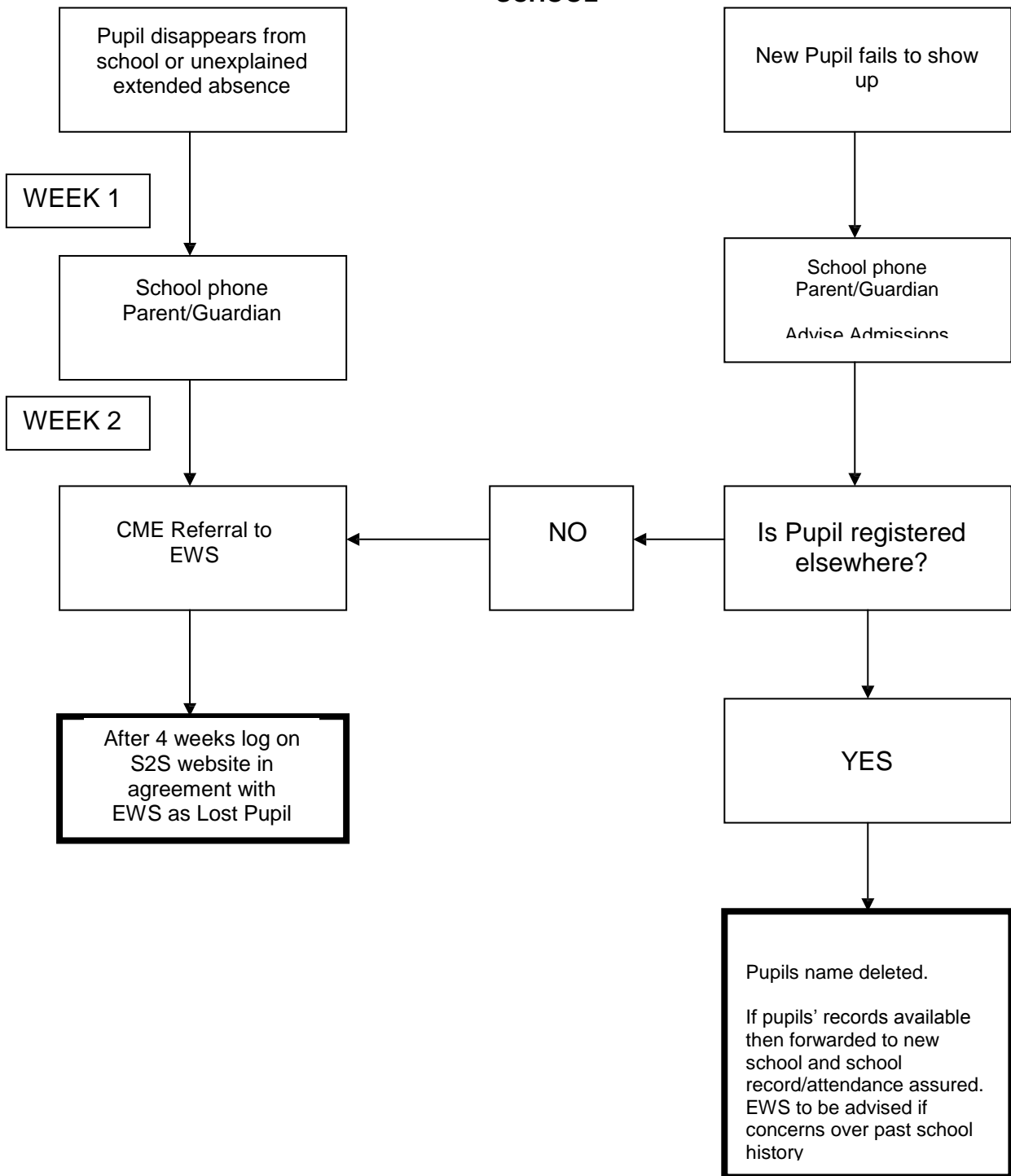
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FLOW DIAGRAM FOR PUPILS JOINING A SCHOOL



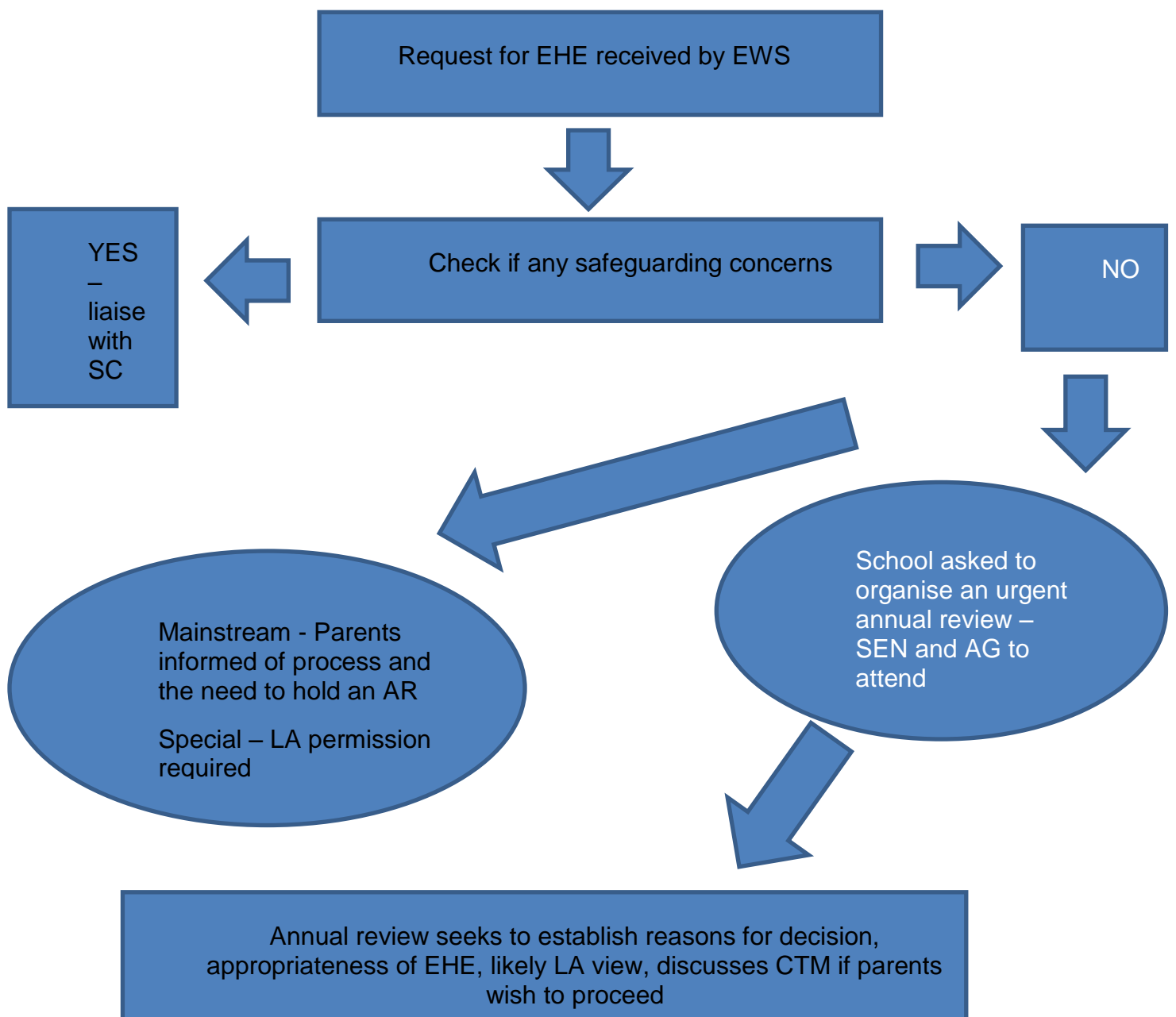
FLOW DIAGRAM FOR PUPILS DISAPPEARING FROM OR FAILING TO TURN UP AT SCHOOL



Position statement for children and young people with statements whose parents wish to opt for EHE

- In general, the reason that the pupil has a statement is that they need specialist resources, teaching, equipment etc. in order to access an appropriate curriculum.
- Where parents wish to provide EHE it is unlikely that the LA will believe that this is what is required to meet the needs of the child
- As the purpose of a statement is to access a school based curriculum, it is likely that the provision section would be meaningless for EHE
- If parents exercise their right to home educate, there is no 'purposeful reason for maintaining a statement
- In exceptional circumstances, the LA may agree that education at home is the most appropriate option and will support the placement financially

Action – new requests



Existing cases

