

Transfer Information 2011

Background Information

"There is a statutory requirement for information about a pupil who is moving to a new school to be sent to the receiving school. This information should be sent using a common transfer file, as noted in the Education (Pupil Information) (England) Regulations 2005 (SI 2005/1437)."

Assessment and Reporting Arrangements 2011

The effective management of the transition of pupils from one school to another is a key responsibility both of schools and of the Local Authority. A consistent county-wide approach to the transfer of information is especially important for schools which draw their intake from a large number of schools, and for those which send pupils to several different schools.

There is wide agreement across Norfolk that a county-wide approach benefits all schools and their pupils. You will be aware that nationally there has been some concern about the rate of pupil progress when they transfer to the next phase of education. National and local surveys have identified transfer as **particularly successful** when schools:

- have established curriculum liaison and cross-phase trust
- ensure that there is agreement within and across schools about what information should be passed on
- have procedures in place to ensure the right information gets to the right people in good time
- use such procedures for passing information internally as well as to and from other schools and sources
- read the information received, and discuss it where appropriate, prior to the start of the new school year
- use the information received to provide appropriate challenge and support for each pupil
- provide information which focuses on significant aspects of learning and identifies pupils' strengths and areas for development.

The procedures outlined below represent the minimum amount of information required. **However, additional procedures which are locally agreed, and which enhance the minimum, are fully supported and encouraged.**

Guidance on statutory requirements can be found in the Assessment and Reporting Arrangements booklet for the appropriate key stage, published by the QCA, and downloadable from DfE's [Assessment and Reporting Arrangements 2011](#).

Files are transferred using [Common Transfer File \(CTF\)](#) format, either via Anycomms (AVCO) secure data transfer system, or via the [s2s website](#).

KS2 Test Results for pupils transferring at the end of Year 6

Where pupils are transferring to secondary schools at the end of Year 6, the feeder school is no longer required to transfer Key Stage 2 Test Results. Instead, the feeder school is asked to ensure that the KS2 Teacher Assessments are entered on their Management Information System, and the appropriate Common Transfer File (CTF) is submitted by electronic transfer as early as possible, but **no later than Friday 17th June**. Then the secondary schools will have the appropriate information (including UPNs) to enable them to download Key Stage 2 Test Results from the national Key-to-Success website (as per MI Sheet 69/08).

One-to-One Tuition information

You are also asked to provide One-to-One tuition information as recorded in e1, or other Management Information System. An Excel/csv export should be submitted to each receiving school detailing the One-to-One Tuition information for all pupils transferring to that school who have ever received, or are in the process of receiving, One-to-One tuition. (Schools using e1 can create the file by clicking on the Excel icon in the top right corner of the one to one tuition marksheet and saving the spreadsheet as an Excel/csv file.) The Excel/csv export should be renamed simply to the 4-digit DCSF number of the receiving school, and the file should be placed in your Anycomms (AVCO) "Department" folder. This will ensure the receiving school is provided with the required information.

Transfer of Information between schools

Minimum information and latest dates for pupil details to be transferred between schools - Summer 2011

YN transfer at the end of Nursery	by Friday 24 th June	A A copy of the Learning Story, with parents' agreement
	by Friday 8 th July	B SEN information about individual pupils
Y2 transfer at the end of Key Stage 1	by Friday 24 th June	A Common Transfer File (CTF) containing pupil details including End of KS1 Teacher Assessments (EYFSP scores will be included in the CTF)
	by Friday 8 th July	B Any additional SEN information about individual pupils not contained in CTF C A copy of the annual report to parents
Y3 transfer at the end of Year 3	by Friday 24 th June	A Common Transfer File (CTF) containing pupil details including End of KS1 Teacher Assessments, and additional Teacher Assessments at end of Y3
	by Friday 8 th July	B Any additional SEN information about individual pupils not contained in CTF C A copy of the annual report to parents
Y6 transfer at the end of Key Stage 2	by Friday 17 th June	A Common Transfer File (CTF) containing pupil details and end of KS1 and KS2 Teacher Assessments in English, mathematics, science, ICT and RE. Note - please DO NOT wait for KS2 Test Results – see “KS2 Test Results ...” on previous page
	by Friday 8 th July	B Any additional SEN information about individual pupils not contained in CTF C A copy of the annual report to parents D One-to-One tuition information where applicable - an export of One-to-One tuition information from the school's MIS, in Excel/csv format, to be sent to the receiving school in Norfolk using Anycomms (AVCO). The Excel/csv export should be renamed simply to the 4-digit DCSF number of the receiving school, and the file should be placed in the Anycomms (AVCO) "Department" folder.

PLEASE NOTE:

- (1) Non-statutory test results and Teacher Assessments in subjects other than those mentioned above should be transferred between schools by local arrangement.
- (2) Any locally agreed arrangements to transfer information earlier than the above dates should supersede this guidance.
- (3) For pupils with significant special educational needs, key information should be passed as early as possible, in order to enable the receiving school to make appropriate arrangements for support.
- (4) Although the above schedule refers to the end of an academic year, the appropriate information should also be transferred electronically when individual pupils move schools at any other time. A CTF file must be submitted within 15 school days of a pupil ceasing to be registered at the school.

Contact Details:

If you have questions about the transfer arrangements or need further advice or support please contact one of the officers named below who will be pleased to try and help you.

Norwich Professional Development Centre:

Janet Warburton 01603 307798
Senior Adviser, Early Years/Primary Strategy,
Development and Learning Partnerships

janet.warburton@norfolk.gov.uk

Planning Performance and Partnership Services:

Chris Jackson (Mrs) 01603 224223
Information Officer

chris.jackson@norfolk.gov.uk

ICT Solutions:

Helpdesk 0845 303 3003

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