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Date: 23rd October 2003

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To: Headteachers of all Norfolk schools

Dear Colleague,

Individual pupil information from primary schools

It has recently come to our attention that some schools receiving pupils as part of the transfer round have been asking their feeder schools for the names and addresses of those pupils due to transfer in the coming year.

Apart from any data protection issues associated with doing this, there are also risks involved since it pre-empts decision to be made by respective Admission Authorities as to which children should be admitted. This could raise the expectation of parents. This is particularly inappropriate in the coming admission round to high schools for September 2004 when for the first time in Norfolk, we will be operating a multiple preference system which may impact on the pattern of admissions. Next year, also for the first time, the allocation of secondary school places will be made on the same day nationally, 1st March 2004. Once pupils have been allocated a place at their next school, the LEA will pass this information to the feeder schools. We would then expect these schools to forward all relevant pupil details to the receiving school during the Summer Term. I would ask therefore, that no transfer of information takes place before then.

I appreciate your co-operation on this matter.

Yours sincerely,

Director of Education