

# Transfer Information 2004

- |                       |   |
|-----------------------|---|
| <b>TRANSFER AT 7</b>  | <ul style="list-style-type: none"><li>• <b>Infant to Junior</b></li></ul>                                 |
| <b>TRANSFER AT 8</b>  | <ul style="list-style-type: none"><li>• <b>First to Junior</b></li><li>• <b>First to Middle</b></li></ul> |
| <b>TRANSFER AT 11</b> | <ul style="list-style-type: none"><li>• <b>Middle to High</b></li><li>• <b>Primary to High</b></li></ul>  |
| <b>TRANSFER AT 12</b> | <ul style="list-style-type: none"><li>• <b>Junior to High</b></li></ul>                                   |

NORFOLK COUNTY COUNCIL  
Dr Bryan Slater  
Director of Education for Norfolk  
County Hall  
Martineau Lane  
Norwich NR1 2DL  
Tel: 01603 222222

NORFOLK EDUCATION ADVISORY SERVICE  
Professional Development Centre  
Woodside Road  
Norwich NR7 9QL  
Tel: 01603 433276

© **Norfolk County Council 2004**

### **Transferring of Curriculum Information 2004**

This document has been produced by Norfolk County Council to assist schools to meet their statutory duties and promote consistency within the county. The authority acknowledges the work of the nursery, infant, first, middle, primary and secondary headteachers, and advisers who prepared the original document on behalf of the LEA.

All rights reserved. No part of this booklet may be reproduced, stored in a retrieval system, or transmitted in any form or by any means: electronic, mechanical, photocopying or otherwise without prior permission of the Publishers. This condition is automatically waived in the case of departments and personnel of Norfolk County Council, which includes Educational Institutions operating in pursuit of their normal business.

**For further advice and support contact:**

David Orsborne      Principal Adviser (Primary)  
Elizabeth Philpot      Administrative Assistant (Assessment)

The Professional Development Centre  
Woodside Road  
Norwich NR7 9QL  
Tel: 01603 433276  
Fax 01603 702110  
e.mail: [advisory.service@norfolk.gov.uk](mailto:advisory.service@norfolk.gov.uk)

# Contents

	<b>page</b>
<b>Introduction</b>	1
<b>Health Reassurance</b>	2
<b>Transfer of information between schools</b>	
• LEA Transfer documents - Information which should be transferred between schools:	3
• Statutory requirements	4
<b>Transfer of information timetable</b>	5
<b>Guidance on completion of transfer documents</b>	6
A. Transfer of information about pupils with SEN	
B. Statutory Transfer Form	
C. Parental report	
D. Class or year group transfer of curriculum information sheets	
<b>References</b>	inside back cover

# Introduction

The effective management of the transition of pupils from one school to another is a key responsibility of schools and the LEA.

This document contains the updated Norfolk Education Authority procedures on transfer of curriculum information between schools. It is intended to help schools meet the statutory requirements for transferring information about pupils to receiving schools and to ensure continuity of curriculum experience for pupils transferring between different phases of school. The procedures represent the minimum amount of information to meet these aims.

**A consistent county wide approach to the transfer of information is highly desirable and essential to assist schools who draw their intake from a large number of schools and those who send pupils to several different schools. There are now national statutory requirements for the use of the Common Transfer File.** In addition, local mutually agreed arrangements between schools which reflect local needs and enhance the minimum are fully supported and encouraged. **There is funding in the Standards Fund School Improvement Grant delegated to cluster coordinators that may be used to support transfer activities**

There has been wide agreement across Norfolk schools that a county-wide approach should be used. 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 is **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.

# Health reassurance!

The weight of this document is **NOT** an indication of the workload involved in this important task!

The aim is to provide the minimum information for transfer to meet statutory requirements and to enable receiving schools to benefit from the knowledge of pupils acquired by teachers in the feeder schools.

## For the transferring school:

SEN alert sheet

SEN information about individual pupils.

DfES Data requirements \* to include:

- End of key stage results (test and teacher assessment) for KS1 and KS2.
- Teachers' latest assessments in each attainment target in the core subjects\*.
- Teachers' latest assessments in the non-core subjects only for pupils transferring during Key Stage 3 (ie. at the end of Year 7)\*.

Copy of each pupil's end of year report\*.

One of each of the subject curriculum information sheets per class/year group ...  
Not per pupil!

\* DfES Statutory Requirement

## Purpose for the receiving school:

To give an early indication about pupils with SEN.

To plan support for new pupils.

To inform teachers of pupils' attainment at the end of the key stage, so that expectations can be pitched appropriately.

To inform teachers of pupils' most recent attainment so that expectations can be pitched appropriately.

To provide supplementary information and information about non core subjects.

To allow Subject Heads/Leaders to plan future subject schemes of work in an informed way and class teachers to be aware of the range of work covered.

These documents represent the **minimum** amount of information to meet statutory requirements and provide information to support curriculum continuity and progress for the pupils.

Locally mutually agreed arrangements between schools which reflect local needs and enhance the minimum have also been developed in some areas and the LEA fully supports these.

# Transfer of information between schools

## LEA transfer documents

### Minimum information which should be transferred between schools Summer 2004

**Y2 transfer at the end of Key Stage 1**

- A. SEN alert.
  - B. SEN information about individual pupils.
  - C. End of Key Stage 1 National Curriculum Results (Teacher Assessment and Tasks / Tests).
  - D. A copy of the annual report to parents.
  - E. Class or year group curriculum information sheets (Year 2).
- NB. C is included in the DfES Common Transfer File (see page 6).

**Y3 transfer at the end of year 3**

- A. SEN alert.
  - B. SEN information about individual pupils.
  - C. End of Key Stage 1 National Curriculum Results (Teacher Assessment and Tasks / Tests).
  - D. Teachers' latest assessments in each attainment target of the core subjects.
  - E. A copy of the annual report to parents.
  - F. Class or year group curriculum information sheets (Year 3).
- NB. C and D are included in the DfES Common Transfer File (see page 6).

**Y6 transfer at the end of Key Stage 2**

- A. SEN alert.
  - B. SEN information about individual pupils.
  - C. End of KS1 and KS2 National Curriculum Results (Teacher Assessment and Tasks / Tests).
  - D. A copy of the annual report to parents.
  - E. Class or year group curriculum information sheets (Year 6).
- NB. C is included in the DfES Common Transfer File (see page 6).

**Y7 transfer at the end of year 7**

- A. SEN alert.
  - B. SEN information about individual pupils.
  - C. End of KS1 and KS2 National Curriculum Results (Teacher Assessment and Tasks / Tests).
  - D. Teachers' latest assessments in each attainment target of the core subjects.
  - E. Teachers' latest assessments at subject level in each non core subject.
  - F. A copy of the annual report to parents.
  - G. Class or year group curriculum information sheets (Year 7).
- NB. C, D and E are included in the DfES Common Transfer File (see page 6).

## Statutory requirements for all schools

The **statutory** requirements for the information to be passed on to the new school are as follows:

- the pupils' past statutory National Curriculum results in English, mathematics and science by subject and attainment target at all previous key stages: teachers' assessments and test/task results. The school year in which the assessments were made should also be given e.g. End of Key Stage 1: 1999-2000, End of Key Stage 2: 2003-04.
- the teachers' latest assessments of the pupil's progress against each attainment target in the core subjects since the last statutory assessment or since the pupil arrived at the reporting school (provided the pupil was on roll for at least four weeks) whichever is the most recent. These do not have to be in the form of level descriptions; the LEA recommends that levels are given for the core subjects. They should in any case give a fair indication of a pupil's progress within each attainment target.
- the teachers' latest assessment of the pupil's progress in each of the non-core subjects for pupils transferring during or at the end of Key Stage 3 (e.g. Year 7). The DfES Common Transfer File provides the facility to do this in the form of a National Curriculum level. However, the assessments do not have to be in the form of a level and the information can be passed on in the form of a written statement. This requirement could be covered by the report on progress contained in the parental report. This would mean that the feeder middle schools would need to be sure that the written comments in the reports clearly identify progress in each subject.
- a copy of the pupil's annual report to parents.

This information must be sent to the new school:

- within 15 days of the pupil ceasing to be registered at the former school **or**
- within 15 school days of the former school receiving a request from the new school for the report.

The requirement does not apply where it is not reasonably practicable for the headteacher of the school from which the pupil has transferred to identify the receiving school.

**NB.** Since May 2000, there has been a statutory requirement to transfer DfES specified data as follows:

- For pupils transferring during or at the end of Key Stage 1 - the information included in the Key Stage 1 Common Transfer File.
- For pupils transferring during or at the end of Key Stage 2 (ie at the end of Y3) - the information included in the Key Stage 2 Common Transfer File.
- For pupils transferring during or at the end of Key Stage 3 (ie at the end of Y7) - the information included in the Key Stage 3 Common Transfer File.

This should be transferred electronically and only in exceptional circumstances as a paper copy.

Please see the relevant section of the QCA Assessment and Recording Arrangements Booklets for further details.

## Transfer of information timetable 2004

These are the latest days possible for planning purposes. Some clusters have agreed earlier dates to help the receiving school(s). In particular, it is helpful to bring forward the transfer of Teacher Assessment data.

<b>Nursery to Infant/ First School</b>	<b>By 2 July 2004</b> <ul style="list-style-type: none"><li>• Curriculum information</li><li>• SEN information</li><li>• Information about individual pupils</li></ul>
<b>Infant to Junior School</b>	<b>By 21 May 2004</b> <ul style="list-style-type: none"><li>• SEN Alert - brief information about pupils on SEN register</li></ul> <b>By 2 July 2004</b> <ul style="list-style-type: none"><li>• <b>End of Key Stage 1 results, Tasks/Tests and Teacher Assessment</b> <i>(this data should be transferred electronically using the Common Transfer File)</i></li><li>• Curriculum information per class or year group</li><li>• <b>Copy of parental report</b></li><li>• SEN information for individual pupils: Special Needs Action Records, Statements of SEN and Individual Education Plans</li></ul>
<b>First to Middle/Junior</b>	<b>By 21 May 2004</b> <ul style="list-style-type: none"><li>• SEN Alert - brief information about pupils on SEN register</li></ul> <b>By 2 July 2004</b> <ul style="list-style-type: none"><li>• <b>End of Key Stage 1 results and latest Teacher Assessments in core subjects</b> <i>(this data should be transferred electronically using the Common Transfer File)</i></li><li>• Curriculum information per class or year group</li><li>• <b>Copy of parental report</b></li><li>• SEN information for individual pupils: Special Needs Action Records, Statements of SEN and Individual Education Plans</li></ul>
<b>Year 6 to High School</b>	<b>Pack 1 - by 21 May 2004</b> <ul style="list-style-type: none"><li>• Curriculum information per class or year group</li><li>• SEN alert - brief information about pupils on SEN register</li></ul> <b>Pack 2 - by 9 July 2004</b> <i>(information other than KS2 Test results could be sent earlier)</i> <ul style="list-style-type: none"><li>• <b>End of Key Stage 1 and 2 results , Tests and Teacher Assessment</b> <i>(this data should be transferred electronically using the Common Transfer File)</i></li><li>• <b>Copy of parental report</b></li><li>• SEN information for individual pupils: Special Needs Action Records, Statements of SEN and Individual Education Plans</li></ul>



**Year 7 to High School Pack 1 - 21 May 2004**

School

- ***End of Key Stage 1 and 2 results and latest Teacher Assessments in core subjects***

*(this data should be transferred electronically using the Common Transfer File)*

- ***Latest Teacher Assessments in foundation subjects***
- Curriculum information per class or year group
- SEN alert - brief information about pupils on SEN register

**Pack 2 - by 2 July 2004**

- ***Copy of parental report***
- SEN information for individual pupils: Special Needs Action Records, Statements of SEN and Individual Education Plans

**NB.** Items in bold italics are a statutory requirement

## **Guidance on completion of transfer documents (all feeder schools)**

### **A. Transfer of information about pupils with SEN**

Receiving schools need an **initial indication of pupils with SEN** to alert them to the provision they will need to make for their arrival. They may need to access specialised support, acquire specific resources or make adaptations to facilities. **Full information** can follow later in the summer term.

### **What to send**

**SEN alert - brief information about pupils**, eg. list of pupils with level on Special Needs Action Record and an indication of type of need (learning, behavioural, mobility); list of pupils with statements of special need and type of need.

Information about **individual pupils** should be passed on to the receiving school, later in the summer term, eg. Special Needs Action Records and Reviews, statements of SEN, Individual Education Plans and Reviews.

### **B. DfES Statutory Information (Common Transfer File)**

The DfES statutory information must be sent at any time a pupil transfers schools.

1. Schools should use the Phoenix Gold software to input the data required and then send it, via AVCO or S2S, to the receiving school.

PLEASE REFER TO RELEVANT PAGES IN THE 2004 QCA ASSESSMENT AND REPORTING ARRANGEMENTS BOOKLETS.

### **C. Parental report**

The **parental report** is the format in which further details about individual pupils' attainment and progress in the subjects of the curriculum is to be transferred.

The information in the report is useful to receiving schools. The statutory requirement for reports to parents is that they should include the following information for each subject:

- progress since the last report
- strengths and particular achievements in the subject
- any particular weaknesses, expressed as targets for development.

**Primary school reports** should be capable of providing the high school with information for each head of department. **This information is most useful to high schools if it is in a consistent format from all schools.**

Primary schools are urged to use the **county format** for reporting to parents. Information in a range of formats creates difficulties in administration and in information retrieval for high schools. For instance:

- in schools receiving pupils from a number of schools the information common to each pupil is the most useful; analysis of additional information is of limited use because of missing comparable data;
- when report formats are consistent, the distribution of information is a more straightforward process; the sorting of a range of formats requires multiple processes.

Where groups of schools have made other arrangements with their receiving high school which fulfil the requirements outlined above, this is acceptable.

#### **D. Class or year group transfer of curriculum information sheets**

Continuity and progression between schools is a focus for development in Norfolk. The **transfer of curriculum information sheets** have been introduced to assist liaison between schools and to aid curriculum planning in the receiving schools.

The minimum requirement is to send one summary sheet for each subject. Local arrangements to supplement this with curriculum plans or schemes of work are encouraged.

#### **What to send**

**For each class or year group: one sheet for each subject** will need to be completed to give information about coverage of the curriculum and to provide other specific details.

The set of eleven or twelve sheets and any additional information should be passed on to each school to which pupils are transferring.

## References

**QCA Publications**    Assessment and Reporting Arrangements    - Key Stage 1 - 2004  
- Key Stage 2 - 2004  
- Key Stage 3 - 2004

**Superseded documents**    All previous reporting circulars

If you would like this document in large print, audio, Braille, alternative format or in a different language please contact Margaret Coard on 01603 433276, and we will do our best to help.



Norfolk Education Advisory Service  
Professional Development Centre  
Woodside Road  
Norwich  
NR7 9QL

Tel: 01603 433276  
Fax: 01603 700236  
e.mail: [advisory.service@norfolk.gov.uk](mailto:advisory.service@norfolk.gov.uk)