



## **In Year Transfers between Stevenage Schools**

At secondary schools in Stevenage, we believe that 'hopping' between schools is not in the best interest of our students as a move disrupts their education and is frequently unsuccessful. We have therefore set up the following procedures to ensure that all applications are managed in the best interests of students wishing to move and of the students at the schools affected by the moves.

Any student in Stevenage requesting a move to another school in Stevenage will start at the new school on the first day of the half term after the move is requested.

All paperwork must have been submitted to Admissions at County and completed in full, including the Part A by the student's present school, within two weeks of the end of term. Any applications submitted after this date will be considered in the next half term.

The application will be considered by a panel comprising the Behaviour and Attendance Lead at each of the Stevenage schools.

An exit interview will be held to establish reasons for leaving any school and to ensure that the school has had the opportunity to address any reasons given for a move.

Should the panel decide that the move would not be in the interest of the child or the new school, for example due to the child's poor behaviour or due to the reason given for leaving, a meeting will be held at the school where the application is being made with the Behaviour and Attendance Leads (or their representatives) from that school and the child's present school prior to any move.

A student may be required to sign a behaviour or attendance contract prior to starting at the new school.

Any changes to these arrangements would be due to exceptional circumstances, for example moving house at short notice.

Should you have any questions about these arrangements, please contact:

The Barclay School, Nat Baker, Assistant Headteacher

Barnwell School, Rebecca Latta, Assistant Headteacher

The Da Vinci Studio School, Bryony Williamson, Deputy Principal

The John Henry Newman Catholic School, Jo Thornton, Assistant Headteacher

Marriotts School, Anna Taylor, Assistant Headteacher

The Nobel School, Steve Morley, Assistant Headteacher

The Thomas Alleyne Academy, Caroline Tyrwhitt, Assistant Principal