

# TRANSFER OF RECORDS FORM

School Name  
School Address

(possibly school headed notepaper?)

Records should, where possible, be transferred to the new school within 15 school days of the date when the pupil ceases to be on roll.  
A copy of the records should be retained by the originator school until the child reaches the age of 25.

TRANSFER OF RECORDS FROM		TRANSFER OF RECORDS TO	
School Name:		School Name:	
Address:		Address:	
Post code:		Post code:	
Tel No:		Tel No:	
Name of contact:		Name of contact:	

## STUDENT DETAILS

Name of child:			
Date of Birth:	UPN:	Ethnicity:	
Siblings:			
Parent/Carer:			
Address:			
Post code:	Tel No:		

## FILE DETAILS

Tick if included in file	Document	Details <small>e.g. number of pages, historic or current, etc.</small>
<input type="checkbox"/>	Child Protection Summary Sheet	
<input type="checkbox"/>	Chronology / School concerns	
<input type="checkbox"/>	Child Protection records	
<input type="checkbox"/>	Child In Care records	
<input type="checkbox"/>	Child In Need records	
<input type="checkbox"/>	Common Assessment Framework (CAF)	
<input type="checkbox"/>	CART / IWST consultation documents	
<input type="checkbox"/>	Police VPAs (formerly CAVAs)	
<input type="checkbox"/>	Operation Encompass log sheets	
<input type="checkbox"/>	Related referrals (if appropriate – please specify)	
<input type="checkbox"/>	Other documents (please specify)	

## CONTACT & TRANSFER OF INFORMATION

Contact made by:		Contact made with:	
Name:		Name:	
Date:		Position:	
Type of contact (please tick):	Face to face <input type="checkbox"/>	Telephone call <input type="checkbox"/>	Comments:

## TRANSFER OF RECORDS

Hand Delivery		By post	
Taken by (print name):		Recorded delivery <input type="checkbox"/>	Special delivery <input type="checkbox"/>
Date:		Tracking number:	
Received by (print name):		Posted by (print name):	
Signature on receipt:		Date:	
		Date received:	

**Sending and receiving schools must keep a copy of this sheet**

Sending school copy

Receiving school copy

Please tick as appropriate