

DROM NATIONAL SCHOOL
SCHOOL POLICY PLANNING

**TRANSFERS
BETWEEN/
COMMUNICATION
WITH OTHER
SCHOOLS**

TRANSFERS BETWEEN/COMMUNICATION WITH OTHER SCHOOLS

INTRODUCTION

This policy was formulated by the Board of Management of Drom National School to ensure that transfers between and communication with other schools meet with requirements as set out in circulars issued by the Department of Education and Skills and relevant sections of the Education Act and Education Welfare Act respectively. In addition, the Board of Management of Drom National School seeks to provide for the continuity of learning for the students in our care.

RATIONALE

Transferring relevant information between schools is important to ensure continuity of learning for pupils. Additional communication with other schools is required for a number of other reasons including shared posts, shared transport, religious ceremonies and community events.

The requirements of Circular 0056/2011 in relation to the transfer of information on pupils between schools are as follows:

“7.8 Reporting assessment results to other schools

With effect from 1 June 2012:

The principal of each primary school must send a copy of the end-of-year report card (including the information from standardised tests) to the primary or second-level school to which a student transfers

This information should only be provided after enrolment in the primary or second-level school has been accepted

Legislative arrangements have been made to provide for sharing information on progress¹, including the results of standardised tests, where students transfer from one school to another. The Education (Welfare) Act 2000 (Section 28)² and the (Prescribed Bodies) Regulations 2005 allow schools to share relevant information concerning a child transferring between recognised schools without breaching data protection law. “

¹ c.f. Education Welfare Act 2000 Section 20 (5) “The principal of a recognised school shall, on receiving a notification under subsection (3) in relation to a child, notify the principal of the school first-mentioned in that subsection of— (a) any problems relating to school attendance that the child concerned had while attending the second-mentioned school referred to therein, and (b) such other matters relating to the child’s educational progress as he or she considers appropriate.”

² c.f. Education Welfare Act 2000 Section 28 —(1) The data controller of a prescribed body may supply personal data kept by him or her, or information extracted from such data, to the data controller of another prescribed body if he or she is satisfied that it will be used for a relevant purpose only.(3) (a) ...recording a person’s educational or training history or monitoring his or her educational or training progress in order to ascertain how best he or she may be assisted in availing of educational or training opportunities or in developing his or her full educational potential

The following is a summary of the legislative requirements for communication between schools:

Education Act, 1998

Section 9 [Functions of a school]

“A recognised school ... shall use its available resources to...(*inter alia*)

- (l) establish or maintain contacts with other schools and at other appropriate levels throughout the community served by the school...”

Section 33 [Regulations]

“.....the Minister may make regulations relating to all or any of the following matters:

- (j) (i) Procedures for the promotion of effective liaison and cooperation by schools and centres for education.....with other schools and centres for education”

Education Welfare Act, 2000

Section 20 [School Registers]

(3) “ The principal of a recognised school shall, as soon as may be after entering in the register maintained under this section in respect of that school the name of a child who is registered in another recognised school, so inform by notification in writing the principal of the second-mentioned school.

(4) The principal of the second-mentioned school referred to in subsection (3) shall, on receipt of a notification under that subsection, remove the name of the child concerned from the register maintained under this section in respect of the said second-mentioned school except where the child continues to receive part of his or her education at that school.

(5) The principal of a recognised school shall, on receiving a notification under subsection (3) in relation to a child, notify the principal of the school first-mentioned in that subsection of—

- (a) any problems relating to school attendance that the child concerned had while attending the second-mentioned school referred to therein, and
- (b) such other matters relating to the child’s educational progress as he or she considers appropriate.”

Section 22 [School Attendance Strategies]

(1) “The board of management of a recognised school shall.....prepare and submit to the Board a statement of the strategies and measures.....fostering an appreciation of learning among students attending that school and encouraging regular attendance at school on the part of such students

(2) shall provide for (*inter alia*)...

- (d) the fostering, promoting and establishing of contacts by the school with:
 - (i) other schools that provide primary or post-primary education
 - (e) in so far as is practicable, the co-ordination with other schools of programmes aimed at promoting good behaviour among students and encouraging regular attendance at school by students, and the exchanging of information relating to matters of behaviour and school attendance with such schools.”

RELATIONSHIP TO THE SCHOOL ETHOS

Drom National School aims at promoting the full and harmonious development of all aspects of the person of the pupil: intellectual, physical, cultural, moral and spiritual. This includes ensuring continuity of learning for pupils and the fostering of good relationships with other educational institutions in the community.

AIMS

- To clarify the legislative obligations and procedures regarding transfer between and communication with other schools.
- To ensure that a rounded picture of children's ability and achievement at primary school is available to their new school.
- To ensure continuity and progression for students and alert secondary schools if any child will need additional support to improve their literacy and numeracy skills.
- To foster good relations with other educational institutions within the community and establish a framework for effective communication between these institutions.

POLICY CONTENT**SECTION 1: TRANSFER TO POST PRIMARY**

- The principal will organize with the sixth class teacher to send a copy of the end-of-year report card (including the information from standardised tests) along with materials required under the Education Passport scheme to the second-level school to which a student transfers
 - (a) End of year report card
 - (b) My Profile
 - (c) My Child's Profile
- This information will only be provided after enrolment in the second-level school has been accepted and confirmation of same has been provided to the school.

SECTION 2: TRANSFER TO ANOTHER PRIMARY SCHOOL WITHIN THE STATE

- The principal will organize with the relevant teacher to send a copy of the end-of-year report card (including the information from standardised tests) to the primary school to which a student transfers
- This information will only be provided after enrolment in the primary-level school has been accepted and confirmation of same has been provided to the school.

SECTION 3: COMMUNICATION WITH OTHER SCHOOLS

Communication with other schools is required for a number of other reasons including:

- Shared posts
- Shared transport
- Religious ceremonies
- Sporting events
- Community events

Communication methods will vary according to the situation as will the records made of these communications. Methods will include:

- Phone call
- Email
- Letter
- Meetings – Informal and formal

All records will be kept in accordance with the school's Data Protection and Record Keeping Policy.

SUCCESS CRITERIA:

- Awareness of legislative requirements and procedures regarding transfer between and communication with other schools.
- Successful transfer of students to primary and second level schools within the state in line with legislative requirements.
- Effective communication with other schools.

RATIFICATION AND IMPLEMENTATION:

This policy was discussed and ratified by the Board of Management and communicated to the school community in March 2015. It will also be made available on the school website.

REVIEW:

The policy will be reviewed in September 2017