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Secondary

Transfer

Protocol

Osmani follows the Tower Hamlets Local Authority's protocol for transferring from primary to secondary school.

September: LA sends information booklets and blank application forms to schools in September along with electronic copies through email.

Osmani sends these out to all Year 6 pupils in time to visit open days.

September/October: Family visit secondary schools and submit their application, either online or by post to the local authority.

After application closing date, the local authority sends a secure list of the choices made to Primary schools.

April: The Local authority sends final list in and notifies parents with a letter for the secondary school with information for appeal if needed.

Osmani then creates CTF through the MIS system and sends this to the secondary schools via the secure network. (s2s or usofx)

Prior to transfer day, Osmani collates children's folders to send to the Local Authority.

Copies of SEND and CP documents are made and sent off separately to the relevant secondary school addressed CP leader and SEND co-ordinator.

The Inclusion Manager at Osmani, keeps the copied documents for at least 6years.

First week in July, on transfer day, children's files are dropped off to designated Local Authority premises for collection by the secondary school.

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