



# THE TELFORD PRIORY SCHOOL IN HUB TRANSFER POLICY

## The Telford Priory School

## The Telford Park School

## The Telford Langley School

- IHT consists of the three schools named above
- In-Hub Transfers (IHT) may be agreed between Heads of Schools should a student's place at their current school become untenable and where a permanent exclusion is in process.
- Once the Heads of Schools have agreed to the IHT, Rachel Pitt and Kevin Preece will liaise to ensure that all relevant documents and procedures are followed consistently
- Permanent exclusion documentation should be served to parents within the 5 days of the student's FTE and parents should attend a meeting with the Head of School by day 5 of the FTE. At this stage the IHT may be offered as an alternative to the permanent exclusion.
- When a permanent exclusion is issued, parents will receive all relevant documentation, including details of the appeals procedure and dates for the Parents' Disciplinary Committee
- IHTs do not permit the student to return to their initial school should the transfer to the new school be unsuccessful. In such circumstances, the student would be issued a permanent exclusion from their new school
- Telford & Wrekin's exclusion policy applies from day 6 of the FTE and alternative provision will be sought for the student via the Local Authority
- Parents may reject an IHT offer. In which case, a permanent exclusion would apply
- When an IHT has been processed, the schools' Attendance Officer will inform Rachel Pitt and Kevin Preece as soon as the student has commenced at their new school. They will then be removed from roll at the school from which they have transferred and will be placed on roll at the new school. The Attendance Officer will then inform the Finance Officer accordingly
- To complete the IHT, parents will be required to complete the new school's induction documents as a 'new starter'. Telford & Wrekin Managed Move documentation is only required where the student is embarking on a Managed Move to a non-hub school

**No transfers should be undertaken without prior consultation with the above named parties**