# Pupil Tracking / School to School Referral Form

**Please complete *all sections* of this form for any pupil moving from your school to another school and the new school destination is known either IN or OUT of Borough.**

**Please *do not* use this form for overseas cases**

Please complete (***typed*** *not handwritten*) in **Microsoft Word format** and return to [pupiltracking@slough.gov.uk](mailto:pupiltracking@slough.gov.uk) using the following text within the **subject box of the email**.

**‘Pupil Tracking - School Name - initials of pupil’** e.g. Pupil Tracking - Slough Secondary – JB.

10 days notice is not required to be given to the LA for school to school transfers as long as the

**new school start date has been confirmed**.

| **Referrer** | **Details** |
| --- | --- |
| Name |  |
| Organisation  Name of School / Service / LA |  |
| Contact Number |  |
| Email address |  |

| **Type of School Transfer** | **Tick as relevant** |
| --- | --- |
| In borough transfer |  |
| Out of borough transfer |  |

| **Pupil** | **Details** |
| --- | --- |
| Child’s full name |  |
| Gender |  |
| Date of birth |  |
| Ethnicity |  |
| Last known Slough address |  |
| New address (moving to) |  |
| Date moved |  |
| Date of last attendance |  |
| Known siblings in other schools | Name and school: |
| Is the pupil known to children’s services? | Yes/No  If yes give details: |
| Does the child have an EHCP? | Yes/No  If yes give details: |
| Is the child eligible for FSM? | Yes/No  If yes give details: |
| Any other relevant information (SEND, safeguarding concerns, poor attendance, parent non-engagement, communication) | Details: |

| **New School Details** | **Information** |
| --- | --- |
| New School (DfE no. if known): | Start Date: |
| Reason Taken off roll: Pupil registered in another school | Date taken off roll: |
| Have you received written communication from the school  confirming new start date  ***(Please provide evidence of communication which confirms the pupil has started at the new school - e.g. email from new school)*** | Yes / No |

| **Parent/Carer** | **Details** |
| --- | --- |
| Parent / Carer 1 Full name: |  |
| Telephone number: |  |
| Email address |  |
| Parent / Carer 2 Full name: |  |
| Telephone number |  |
| Email address |  |
| Home address  (if different from pupil) |  |