



Management CIRCULAR No.

7

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Glasgow City Council
Education Services
Wheatley House
25 Cochrane Street
Merchant City
Glasgow
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To **Heads of all Educational Establishments**

Dear Colleague

Transfer of Children and Young People from Primary to Secondary School

On the completion of their primary education, children and young people will transfer to the secondary school as set out in the authority's scheme of provision unless they have been granted a placing request to another secondary school.

1. **Transfer Date**

Children and young people will be transferred from primary school to secondary school once per year on the date coinciding with the start of the new session.

2. **Age for Transfer**

Transfer will normally take place between the ages of 11½ years and 12½ years. Regard shall be had to the desirability of ensuring that as many children and young people as possible have the opportunity of completing four years of secondary education. No child or young person should be transferred before he/she has attained the age of 11 years, except in special circumstances and then only with the approval of the Executive Director of Children and Families.

3. **The Head of Establishment of the primary school shall advise parents/carers, in December each year, that their child is due to transfer to secondary school in the following August. Intimation will be made at that time, of the name of the secondary school to which the child or young person would normally transfer and information on the links established with that school and of all liaison meetings for parents/carers which are normally held will be provided.**

At the same time these parents/carers will be advised of their right to make a placing request in respect of another school under the management of the authority and will be provided with a resume of how such a request should be made and where requested, information regarding other schools in the locality.

4. Arrangements for Transfer

Heads of Establishment of primary schools will pass to the Head of Establishment of the appropriate secondary school the names in alphabetical order of all children and young people due to transfer with such information as is relevant. Reports shall include:

- i. the sex, date of birth and class of each child or young person;
- ii. indications of each child's or young person's attainments in the basic language and mathematical skills;
- iii. comments on any special interests or aptitudes of each child or young person, for example manual dexterity, ability in music, art or creative writing;
- iv. comments on any other factors which might influence a child's or young person's abilities, aptitudes and attitudes on transfer to the secondary school.

It is therefore important that while full consultation between the appropriate primary and secondary school staffs is a continuous process particular emphasis should be placed on discussions concerning the children and young people to be transferred at the start of the new session. Opportunity for the staff of the schools concerned to visit one another's schools should be encouraged and this could well include preliminary visits by children and young people to their new school in May or June.

5. Where a placing request has been granted at the primary stage there are some instances where a parent/carer will require to submit another placing request if they wish their child to transfer to the secondary school with which that particular primary school is associated e.g. if secondary school is delineated. However the parent/carer will be required to meet all transport costs if the child does not attend their local secondary school.
6. The Head of Establishment of the secondary school shall also, before the time of a child's or young person's transfer to secondary school, fully inform parents/carers of the school's curricular philosophy and of the various stages at which decisions shall require to be taken in future years following discussions and advice from the Head of Establishment and his/her staff.

Yours sincerely

Margaret Doran
Executive Director of Children and Families