



## TRANSFER POLICY

### INTRODUCTION

This policy concerns the internal transfer of pupils from one Thomas's School to another. The expected point of transfer is from Year 6 at Thomas's Fulham or Kensington into Year 7 at Thomas's Battersea or Clapham to complete 13+ entry to senior schools.

A place is guaranteed at either Thomas's Battersea or Clapham, subject to the recommendation of the Head of the current school. If this is not the case it will already have formed part of discussions between the Head and individual parents by the beginning of Year 5.

Parents will have an opportunity to express a preference. However, unless there is already a sibling at the next school, it is generally to be expected that pupils from Thomas's Kensington transfer to Battersea and those from Thomas's Fulham transfer to Thomas's Clapham. If demand for one school exceeds the number of places available, places at that school will be decided by ballot.

Transport is provided to both Thomas's Battersea and Thomas's Clapham.

### PROCEDURE

Thomas's Battersea and Thomas's Clapham run showrounds for parents at which the pupils are welcome. The current school will inform parents of these arrangements during the Lent term of Year 5.

Younger siblings of pupils transferring are expected to stay at their original school until the end of Year 6. A request may be made for pupils who wish to transfer between Thomas's schools at points other than 11+, but will be decided on an individual basis depending on circumstance and availability and will be made at the discretion of the receiving Head.

#### **During Year 5**

##### Lent term

The Heads of Thomas's Fulham and Thomas's Kensington write to Year 5 parents, asking them to state intention to follow 11+ or 13+ route. Those requesting the 13+ route are asked to complete an Application to Transfer.

Summer term

Applications to Transfer are returned to the child's current school by the date set in the Summer term.

Completed forms are forwarded to Thomas's Battersea and Thomas's Clapham.

By end of term – Thomas's Battersea and Thomas's Clapham respond directly to parents, confirming offer of place and asking for an Acceptance Form \* to be returned by the deadline date (see below).

**During Year 6**

During Year 6 interviews and familiarisation days are held at Thomas's Battersea and Thomas's Clapham.

Battersea Ballot results are sent by February half term.

Deadline for Acceptance forms to either Battersea/Clapham – 2<sup>nd</sup> week of March

*\* This Acceptance Form will constitute an amendment to our contract with parents and will transfer their Deposit to their child's next school. The Deposit will be forfeit if, parents having signed and returned the Acceptance Form, the child does not subsequently start at Thomas's Battersea or Thomas's Clapham in Year 7.*

**See also:**            [Admissions Policy](#)

This policy will be reviewed annually			
Created: May 2009	By:	Jill Kelham, Vice Principal	
Latest Review: September 2017	By:	Joanna Copland, Vice Principal	No changes
Next Review: September 2018	By:	Joanna Copland, Vice Principal	