



Pupil Mobility Policy

2026 - 2027

Approved by:	Full Governing Body
Date:	April 2026
Review:	April 2027
Signed:	Chair: Mr. C. Harris

1. Introduction and Purpose

Pupil mobility refers to pupils joining or leaving Reddal Hill at points other than the usual transition stages. This policy sets out how the school manages admissions, mid-year transfers, and pupil departures to ensure:

- Continuity of learning
- Accurate and timely information transfer
- Strong communication with families and external agencies
- Effective safeguarding
- Monitoring of mobility trends and their impact on school performance

2. Principles

At Reddal Hill, we believe that:

- Every child deserves a stable, high-quality education.
- Mobility should not disadvantage pupils academically, socially, or emotionally.
- Transitions must be managed sensitively and efficiently.
- Safeguarding is central to all mobility processes.
- Collaboration with parents, the Local Authority (LA), and other schools is essential.

3. Admissions (Including Mid-Year)

3.1 Admissions Process

- All admissions are managed in accordance with Sandwell Local Authority's coordinated admissions scheme.
- Mid-year applications are responded to within 10 school days although this can be longer in certain circumstances
- The previous school will complete pre-admission information on Part 2 of the mid-year application form
- The LA will notify schools of applications via pupil tracking
- Add unsuccessful applicants to the waiting list (held by the LA)
- The school will:
 - Complete a welcome meeting with parents/carers and complete an admission form
 - Complete a tour of the school
 - Introduction to key staff (class teacher, DSL, SENDCo, pastoral staff)

3.2 Post-Admission Information Gathering

After a pupil starts, the school will request:

- Previous school records (via a Common Transfer File - CTF)
- Safeguarding information (via secure transfer)
- SEND documentation (EHCP, support plans, reports)
- Medical information
- Behaviour records where relevant

3.3 Induction of New Pupils

Reddal Hill will ensure that every new pupil receives a structured induction, including:

- Allocation of a peer buddy
- Sharing of school routines, behaviour expectations, and uniform requirements
- Baseline assessments within the first **two weeks**

- A settling-in review after **six weeks conducted** by the AHT responsible the applicable phase

4. Supporting Mobile Pupils

To minimise disruption to learning, the school will:

- Conduct baseline assessments in reading, writing, maths, phonics and Wellcomm
- Identify gaps in learning and provide targeted interventions
- Monitor progress closely during the first term
- Offer pastoral support through **ie.g., Pastoral Lead, Parent Support Advisor**
- Provide additional support for pupils with SEND or EAL
- Communicate regularly with parents during the transition period
- Ensure mobile pupils are included in enrichment, clubs, and wider school life

5. Pupils Leaving the School

5.1 Notification

Parents/ carers must notify the school of their intention to move. The school will:

- Request parents/ carers complete a mid-year transfer form, if moving to a school within Sandwell
- Request the parents/ carers to name and address of the new school, if moving outside of Sandwell
- Confirm the leaving date
- Notify the LA of the planned move
- Update the school Management Information System (MIS) once the school has been notified that the pupil is on roll at another school

5.2 Transfer of Records

Within **5 school days**, the school will:

- Transfer the pupil's educational records via secure electronic transfer
- Transfer safeguarding files separately and securely to the receiving school's Designated Safeguarding Lead (DSL)
- Provide attainment, progress, SEND, and pastoral information
- Update attendance and enrolment data

5.3 Children Missing Education (CME)

If a pupil leaves without a confirmed destination:

- The school will make reasonable enquiries (phone calls, emails, home visit via LA)
- If unsuccessful, the case will be referred to the Local Authority Child Missing in Education team within **10 school days**
- Any safeguarding concerns will be escalated immediately to the DSL
- The pupil will not be removed from roll until authorised by the LA

6. Safeguarding

Safeguarding is integral to all mobility processes. The school will:

- Follow *Keeping Children Safe in Education*
- Treat unexplained absences or sudden withdrawals as potential safeguarding concerns
- Transfer safeguarding files securely and promptly
- Ensure the DSL oversees all mobility-related safeguarding matters

- Monitor mobile pupils for signs of vulnerability, including:
 - Poor attendance
 - Behaviour changes
 - Social isolation
 - Unmet SEND needs

7. Monitoring and Data Tracking

The school will track:

- Numbers of mid-year admissions and leavers
- Attendance patterns of mobile pupils
- Attainment and progress data
- Behaviour and pastoral concerns
- Safeguarding patterns
- Demographic trends (e.g., EAL, SEND, FSM)

This data will be:

- Reviewed termly by the Senior Management Team
- Reported to governors
- Used to inform school improvement planning

8. Roles and Responsibilities

Role	Responsibilities
Headteacher	Oversees policy implementation, liaises with LA, ensures compliance.
School Office	Manages admissions paperwork, MIS updates, communication with families and LA.
Parent Support Advisor	Manages parents/ cares' meetings, complete admission forms.
Class Teachers	Support new pupils, complete assessments, monitor progress and wellbeing.
Inclusion Lead	Coordinates SEND information, ensures continuity of support.
DSL	Manages safeguarding aspects, oversees secure transfer of records.
Pastoral Staff	Support emotional wellbeing and social integration.
Governors	Monitor mobility trends and their impact on school performance.

9. Review

This policy will be reviewed annually or sooner if statutory guidance changes.