

# CHRISTCHURCH RUDOLF STEINER SCHOOL

## COLLEGE PRINCIPAL GROUP

### Management

#### NAG 6 Policy on **ADMINISTRATION**

##### .23 Procedure re **TRANSFER OF A PUPIL TO ANOTHER CLASS WITHIN THE SCHOOL**

#### Background

On occasion it arises that a child is placed in a particular class and this placement is later brought into question.

In such circumstances, the interests of the child shall be paramount. No decisions shall be made without consultation with all those directly concerned with the child's welfare.

- A written report from the class teachers is to be given to the relevant Section.
- If appropriate, a written report from relevant therapists, associate teachers, and the child's parents, should also be given to the relevant Section and SENCO.
- These reports will be perused by the relevant Section and the matter discussed
- The College Principal Group is to be kept informed of current discussion
- Any decision to transfer a child to another class within the school must be made by the Sections by consensus collectively in consultation with parents.
- Prior to notifying bodies outside the school, this decision will be reported to the College Principal Group and parents.

*Date approved: July 2006*  
*Reviewed 14 August 2012*  
*Signed*

*Responsibility for review: Management*  
*Responsibility for administering this procedure: Management*

Review date: August 2017