

Factsheet 2: Transfer of Records and Information

Data transfer of children's schooling records

Receiving schools appreciate prompt high quality information about the attainment and progress of a transferring pupil from the previous school.

The provision in the Pupil Information Regulations for securely transferring educational records as a pupil changes schools, apply to all schools throughout the United Kingdom and includes transfers from maintained schools to academies, free schools and independent schools.

Schools must transfer a pupil's educational record as the child changes schools and specifies the information which must be transferred securely using the department's School-2-School system (DfE's S2S) and common transfer file.

This must be done within 15 school days of a pupil ceasing to be registered at the old school.

It is also recommended that schools encourage new pupils to bring work from their previous school and use this information to make judgements on early progress and quick assessments to establish baselines and determine learning priorities.

Schools that do not receive a common transfer file from the pupil's previous school will need to chase this as soon as possible and in the event of no information must contact the Local Authority Admission team. Also, if the new school is unknown, the DfE recommends that the school should still complete the common transfer file and load it on the secure file transfer service area on the department's website.

Many schools also use the 'Pupil Information Profile', (PIP) to support schools in the electronic transfer of curricular and other information about mobile children of service personnel, regardless of where in the world they may be moving from or to. This is strongly recommended.