



TRANSFER POLICY

This Policy applies to all year groups at Thomas's Schools, including the EYFS.

Thomas's London Day Schools operates as a united group of schools with a similar ethos and values and as such is referred to as a singular body.

This Policy should be read in conjunction with Thomas's Admissions Policy.

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1. 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 external senior schools or to remain at Thomas's Battersea Senior School.

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. If demand for one school exceeds the number of places available, places at that school will be decided by ballot.

With regards to Thomas's Battersea Senior School it is generally to be expected that:

- pupils at Thomas's Clapham will remain at Clapham for Years 7 & 8 regardless of whether they plan to move to Thomas's Battersea or an external senior school in Year 9;
- pupils at Thomas's Fulham who wish to leave Thomas's at the end of Year 8 or are undecided, will transfer to Thomas's Clapham;
- pupils at Thomas's Fulham who wish to stay at Thomas's until the end of Year 11 or Year 13 will transfer to Thomas's Battersea;
- pupils at Thomas's Kensington will transfer to Thomas's Battersea, regardless of their point of exit.

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

2. PROCEDURES

2.1 Transfer at the end of Year 6

Thomas's Battersea and Thomas's Clapham run school tours/ 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.

During Year 5

Lent term

The Heads of Thomas's Fulham and Thomas's Kensington write to Year 5 parents, asking them to state their intention to follow an 11+, 13+ or 16+ exit route. Those requesting the 13+ or 16+ route at Thomas's Battersea are asked to complete a registration form (no fee payable) and to return it to the Director of Admissions for the Senior School. Those requesting transfer to Thomas's Clapham are asked to complete a Transfer Form and return it to their current school.

Summer term

Applications to Transfer to Thomas's Clapham are returned to the child's current school by the date set in the Summer term. Completed forms are forwarded to Thomas's Clapham. By the end of term Thomas's Clapham responds directly to parents, confirming the offer of place and asking for an Acceptance Form * to be returned by the deadline date (see below), generally the second week of March.

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

During Year 6

Lent Term

Registration forms for Thomas's Battersea must be submitted, at the very latest, by 1st November in Year 6. Pupils then attend a Discovery Day during January of Year 6 and are offered unconditional places at Thomas's Battersea for Year 7, with a deadline for acceptance of early 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.*

2.2 Transfer at any other stage

A request may be made for pupils who wish to transfer between Thomas's schools at points other than 11+, but will usually only be considered if a family has moved house or exchanged contracts prior to doing so. Any request will be decided on an individual basis depending on circumstance and availability and will be made at the discretion of the receiving Head.

In the case of limited places being available in a year group, an external sibling of a current pupil will take precedence over a pupil wishing to transfer.

3. POLICY REVIEW RECORD

This policy will be reviewed annually		
Created: January 2009	By:	Jill Kelham, Vice Principal
Latest Review: October 2021	By:	Joanna Copland, Vice Principal Lara Gargour, Registrar, Battersea Prep Angela McDonald, Director of Admissions, Battersea Senior Lucy Frere-Scott, Registrar, Clapham Jane Hind, Registrar, Fulham Cathy Carter, Registrar, Kensington
Approved: October 2021	By:	Tobyn Thomas, Ben Thomas, Principals Simon O'Malley, Head, Thomas's Battersea Prep School Ben Thomas, Head, Thomas's Battersea Senior School Nathan Boller, Head, Thomas's Clapham Annette Dobson, Head, Thomas's Fulham Jo Ebner, Head, Thomas's Kensington
Next Review: October 2023	By:	Joanna Copland, Vice Principal Cross-School Leads