



CATHOLIC PRIMARY SCHOOL  
MANAGEMENT ASSOCIATION

***Transfers between/  
Communication with  
Other Schools***

**Policy Prompt**

January 2013

## Transfers between/Communication with Other Schools

**Notice:** This resource is intended to assist schools in devising their own procedures for communication with other schools. While every effort has been made to ensure the accuracy of the information provided, schools are advised to consult up to date circulars, recent legislation or guidelines from relevant agencies if they have specific queries regarding this topic.

***This note is for guidance only and does not purport to be a legal interpretation.***

### 1. **Background:**

Transferring relevant information between schools (when pupils move to another primary school or transfer to a post-primary school) is important to ensure continuity of learning for pupils. Additional communication with other schools is required for a number of other reasons.

The following list, though not exhaustive, includes some of the reasons for structured contact between schools:

- Junior/Senior & Boys' Schools / Girls' Schools – regular links about pupils, same families....
- Shared Staff – Home, School, Community Liaison teacher, Clustered Posts for Learning Support/G.A.M./E.A.L. and/or Resource Teaching; timetabling, sharing materials/resources...
- Post Primary Schools – special needs, enrolment dates/procedures, placement assessments, exchange of information on curriculum, transferring pupil information (including end of year reports), visits by other school personnel ...
- Special Schools – dual enrolment, pupil transfer, projects involving pupils from each school, professional development, expert advice ...
- Schools with same closures ...
- Schools that share transport...
- Parish schools: sacraments and other occasions, common enrolment policies (subject to the publication of the *Regulatory Framework for School Enrolment*)...
- Planning or other clusters/networks: new teachers, new principals, post holders ...
- Competitions, festivals, ...
- Schools combining for trips, activities, sports, ...
- Schools with similar ethos/status/interests: Gaelscoileanna, DEIS schools, Hospital Schools, Special Schools, networks, ...
- Schools combining for guest speakers ...
- Administration days for principals ...
- Web based/e-mail projects – Irish or international schools (e.g. Léargas Comenius Project)
- Schools where amalgamation is under consideration.
- Other....

### 2. **Schools could consider the following questions to ensure that establishing/maintaining contact and cooperation with other schools can be done as efficiently and effectively as possible:**

*Please note that all cooperation between schools requires the approval of the Board of Management.*

- i. *Has the school drawn up a list of the schools with which it is in regular contact?*
- ii. *Have the common issues been identified?*
- iii. *Have the potential benefits been identified?*
- iv. *Which issues require a formal procedure for contact?*
- v. *Should one person be designated to act as liaison person with other schools?*
- vi. *Does it need to be the principal in all cases?*

- *Can people be designated by school? By topic?*
  - *Will this person have responsibility for on-going implementation and monitoring of decisions?*
- vii. *Could a staff member be appointed to help co-ordinate curriculum coverage? e.g. where pupils transfer to a different school after First Class.*
- viii. *How are the Board of Management, Principal, Staff, Parents and others kept up to date on developments? Does a record need to be kept of the contact and the outcomes?*
- ix. *Where pupils are involved in activities away from their own school premises, are adequate arrangements for supervision and insurance in place?*
- x. *When is contact/communication between schools facilitated? How is this managed? Consider effective use of time: prior notice of meetings, agenda, chairing, minutes and follow up etc.*
- xi. *Are there agencies that can provide assistance? e.g. Education Centres, PDST, SESS ...*
- xii. *In relation to the transfer of information: data protection, freedom of information (which schools are not subject to, but organisations that schools deal with are, e.g. H.S.E.), parental consent / awareness...Has the school clarified its position about the transfer of data it holds on pupils? Is there a clear statement of what information will be transferred to other schools, particularly to second level schools? Please refer to Circular [0056/2011](#).*
- xiii. *Are parents aware of the school's obligation in relation to the transfer of information to post primary schools? How and when are they made aware of the school's obligation in this regard?*

**3. The requirements of Circular 0056/2011 in relation to the transfer of information on pupils between schools are as follows:**

**“7.8 Reporting assessment results to other schools**

Transferring assessment information between schools, for example, when pupils move to another primary school or transfer to a post-primary school, is important to ensure continuity of learning for pupils.

*With effect from 1 June 2012:*

- *The principal of each primary school must send a copy of the end-of-year report card (including the information from standardised tests) to the primary or second-level school to which a student transfers*
- *This information should only be provided after enrolment in the primary or second-level school has been accepted*
- *Legislative arrangements have been made to provide for sharing information on progress<sup>1</sup>, including the results of standardised tests, where students transfer from one school to another. The Education (Welfare) Act 2000 (Section 28)<sup>2</sup> and the (Prescribed Bodies) Regulations 2005 allow schools to share relevant information concerning a child transferring between recognised schools without breaching data protection law. “*

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<sup>1</sup> c.f. Education Welfare Act 2000 Section 20 (5) “The principal of a recognised school shall, on receiving a notification under subsection (3) in relation to a child, notify the principal of the school first-mentioned in that subsection of— (a) any problems relating to school attendance that the child concerned had while attending the second-mentioned school referred to therein, and (b) such other matters relating to the child's educational progress as he or she considers appropriate.”

<sup>2</sup> c.f. Education Welfare Act 2000 Section 28 —(1) The data controller of a prescribed body may supply personal data kept by him or her, or information extracted from such data, to the data controller of another prescribed body if he or she is satisfied that it will be used for a relevant purpose only.(3) (a) ...recording a person's educational or training history or monitoring his or her educational or training progress in order to ascertain how best he or she may be assisted in availing of educational or training opportunities or in developing his or her full educational potential

**4. The following is a summary of the legislative requirements for communication between schools:**

**Education Act, 1998**

**Section 9 [Functions of a school]**

“A recognised school ... shall use its available resources to...(inter alia)

- (l) establish or maintain contacts with other schools and at other appropriate levels throughout the community served by the school...”

**Section 33 [Regulations]**

“.....the Minister may make regulations relating to all or any of the following matters:

- (j) (i) Procedures for the promotion of effective liaison and cooperation by schools and centres for education.....with other schools and centres for education”

**Education Welfare Act 2000**

**Section 20 [School Registers]**

(3) “ The principal of a recognised school shall, as soon as may be after entering in the register maintained under this section in respect of that school the name of a child who is registered in another recognised school, so inform by notification in writing the principal of the second-mentioned school.

(4) The principal of the second-mentioned school referred to in subsection (3) shall, on receipt of a notification under that subsection, remove the name of the child concerned from the register maintained under this section in respect of the said second-mentioned school except where the child continues to receive part of his or her education at that school.

(5) The principal of a recognised school shall, on receiving a notification under subsection (3) in relation to a child, notify the principal of the school first-mentioned in that subsection of—

- (a) any problems relating to school attendance that the child concerned had while attending the second-mentioned school referred to therein, and
- (b) such other matters relating to the child’s educational progress as he or she considers appropriate.”

**Section 22 [School Attendance Strategies]**

(1) “The board of management of a recognised school shall.....prepare and submit to the Board a statement of the strategies and measures.....fostering an appreciation of learning among students attending that school and encouraging regular attendance at school on the part of such students

(2) shall provide for (inter alia)....

(d) the fostering, promoting and establishing of contacts by the school with:

- (i) other schools that provide primary or post-primary education

(f) in so far as is practicable, the co-ordination with other schools of programmes aimed at promoting good behaviour among students and encouraging regular attendance at school by students, and the exchanging of information relating to matters of behaviour and school attendance with such schools.”