



Cardinal Allen Catholic High School  
01253 872659  
[head@cardinalallen.co.uk](mailto:head@cardinalallen.co.uk)



Fleetwood High School  
01253 876757  
[head@fleetwoodhs.org.uk](mailto:head@fleetwoodhs.org.uk)

## School/Academy Admissions – First Day of Term Transfer Protocol

Dear Parents/Carers

Many thanks for your enquiry regarding a transfer of school for you child.

Lancashire Education Authority operates a first day of term transfer protocol and the Governors of both Cardinal Allen Catholic High School and Fleetwood High School have adopted the protocol as school policy.

This policy has been adopted in order to prevent unnecessary ad hoc mid-term transfers and to maintain educational stability for pupils. It also reduces the additional work which transfers generate for staff by discouraging some transfers and concentrating others at term starts.

The protocol allows transfers only at the three term starts in September, January and April/May. Should a place be available in the appropriate year group for your child, and should the relevant school be willing to accept your child, the transfer date will be the beginning of the next school term and your child should continue to access his / her existing place until that date.

Clearly there will be exceptions, for example:-

- Where a statement for special educational needs names a particular school / academy.
- Fair Access placements and Managed Moves agreed mid-term between the two schools.

The protocol also allows time for schools and academies to have a dialogue with families where there has been a breakdown in relationships in order to retain pupils at their existing school and maintain their educational stability.

Yours sincerely

A Cafferkey  
Headteacher  
Cardinal Allen Catholic High School

R Barnes  
Headteacher  
Fleetwood High School