

Subject:

MOVEMENT OF STUDENT DETAILS BETWEEN SCHOOL SECTORS

**Circular Number:
2011/11**

**Date of Issue:
28th May 2011**

Target Audience:

- Boards of Governors and Principals of all grant-aided schools;
- School staff involved in administration of pupil records;
- Education and Library Boards;
- Council for Catholic Maintained Schools.

**Governor Awareness:
Essential**

Summary of Contents:

This Circular provides advice on the movement of Student Details between school sectors.

**Status of Contents:
Information/Advice**

Related Documents:

Circular Number 2008/24
Circular Number 2008/18
C2k End of Year
Procedures
C2k Pupil Movement
Procedures
C2k Pupil Movement
Year7/Year 8 Transfer
Procedures
Data Sharing and Related
Issues issued by DE
(5 October 2009)

Enquiries:

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**Superseded Documents:
Circular Number 2010/09**

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Introduction

This circular has been prepared by the Department of Education (DE) to provide post-primary, primary and special schools with details of the student data to be transferred between the primary and post-primary sector.

Background

The CTF process is used to move pupil data between special schools, between primary schools, and between post-primary schools(circulars 2008/18 and 24). The CTF process is also used to move the UPNs and basic student data of pupils moving between school sectors e.g. primary to post-primary. Details of the data to be transferred by primary schools to post-primary and special schools are outlined in the Pupil Movement Year7 - Year 8 Transfer Procedures booklet available on C2k Exchange.

Practical Implications

1. Transfer of CTF from Primary to Post-Primary/Special Sectors:
 - a. Primary schools must send a CTF to each post-primary/special school in which their Year 7 pupils have been offered a place for the incoming academic year. CTFs must be sent within one week of receiving the notification of Final Placement from the ELB Transfer and Open Enrolment office.
 - b. Post-primary/special schools must import the CTF from the originating primary schools of each pupil that has been offered a place in Year 8 for the incoming academic year.
 - c. Post–primary/special schools should ensure they check the accuracy/currency of the data passed to them by the primary school with the parent/guardian of the pupils concerned.

The above procedures are outlined in the Pupil Movement Year7 - Year 8 Transfer Procedures booklet available on C2k Exchange.

2. Parents/guardians may request a copy of the information relating to their child that has been transferred between the primary and post-primary/special school. Schools should also ensure they are fully compliant with their obligations under Data Protection legislation. Please refer to the Data Sharing and Related Issues document that was issued to schools on 5 October 2009 for more information.
3. As is currently the case, UPNs should only be generated for new Nursery and Year 1 pupils enrolling in primary schools and for those pupils who have never attended a school in Northern Ireland.

4. The school history of pupils enrolling in a school from outside Northern Ireland should be checked for prior education in Northern Ireland.
 - a. Where there has been no prior education in Northern Ireland, a UPN should be generated as outlined in the End of Year Procedures document available on C2k Exchange.
 - b. If a pupil is returning to education in Northern Ireland, a CTF should be requested from the last school at which the pupil was enrolled before leaving Northern Ireland.

Procedures for the transfer of CTFs within school sectors are outlined in the Pupil Movement procedures document available on C2k Exchange.