**Schools’ Bulletin entry**

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| Title Secondary Universal Transfer Form |
| (**Please use no more than 75 words in your summary.)**  Please find attached the updated Universal Transfer From for schools to use in order to support the transfer of pupil information as they move from Year 6 to Year 7. You will find 3 documents: * a letter to explain the intention of the form
* an excel spreadsheet to support the transfer of information
* a SIMS patch to support the population of information from SIMS

If you use an alternative MIS, such as Arbour and Bromcom, the form is already set up in the system. |
| **Attachment(s)** Yes ☒  No   ☐    - agenda as attached doc  |
| **Preferred urgency rating (this is a guideline for us and does not guarantee your article will appear in that category.)** **Red (Priority Action)** **☒**  **Amber (For Action)** **☒**  **Green (For Information) ☐**    |
| **Contact name and job title**: Sarah Reynolds, Head of SEND Early Identification and Support |
| **Contact email and phone number**: sarah.reynolds@wolverhampton.gov..uk  |
| **Where to send article to:** **Once completed, email to****school.post@wolverhampton.gov.uk****or add to the ‘School closure and re-opening’ on Team’s general channel if you have access.**   |
| **Deadline:**There are currently two weekly bulletins which go out on Tuesday’s and Thursday’s. If you wish to include your article in **Tuesday’s edition, please send to School Post/ post of Teams by Monday at 12pm** and if you wish to include in **Thursday’s edition please send by Wednesday at 12pm.**  |