

References for Pupils Policy

St James Senior Boys' School

Aims of the Policy

To set up an efficient system concerning pupil references, with clear guidelines for all users.

General Information

During the course of an academic year, the parents of a pupil may want their son to move to another school/college. In order for the pupil to gain admission into the school/college it may be necessary for St James' School to provide a reference for the pupil. This reference could take the form of a hard copy or an email.

Below is the procedure that staff should follow when there is a request for a reference.

Procedure for Providing a Pupil Reference

- All requests for a reference should firstly go to the respective Head of Year (Lower School, Upper School or Sixth Form).
- The Head of Year will decide whether or not it is necessary to pass on the reference application form to the pupil's form teacher/tutor.
- If it is necessary to pass on the application form, the pupil's form teacher/tutor should fill in the form and provide any other relevant information.
- Once the form teacher/tutor has provided all relevant information they should return the application form to the respective Head of Year.
- The Head of Year will read through the reference, make any necessary amendments and send off the reference request form.
- A copy, or print out of the reference must be given to Nina Patel (Headmaster's Secretary) and will be placed in the pupil's file.
- Depending on the nature of the reference there may be an additional step of passing on the reference to the Headmaster.

Policy Written by: James Johnson

Reviewed by: Headmaster

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Approved by:

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Date: