

• **Leavers tasks and referrals checklist**

Last updated: July 2025

Details of tasks, who it applies to and when does it need to be completed Off roll confirmation letter to parent for all pupils who are removed from roll Schools must complete this task as soon...

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• **Transfer leaver's files and get receipts**

Last updated: July 2025

What leaver's file types to transfer, when to do it and receipts Common transfer form (CTF)As soon as pupil's new school is confirmed, or they are referred to CME send to new school via School to School (S2S). If new...

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• **Pupils on extended, unauthorised leave abroad - Letters in SEN schools**

Last updated: July 2025

Please ensure you have read the guidance regarding pupils on extended, unauthorised absence abroad carefully before starting this process and sending this letter to the parent/s. Letter 1 Setting out expectations for keeping pupil on rollShould...

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• **Ealing school recruitment videos**

Last updated: July 2025

Schools in Ealing can share these videos on their social media accounts as part of their recruitment campaigns or to include in vacancy advertisements.

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• **Become an asthma friendly school**

Last updated: July 2025

A partnership with local authorities, health and education. By working together, we can improve asthma control, school attendance and reduce hospital admissions. View online training dates.

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• **Ealing school nurses training modules**

Last updated: July 2025

Virtual training modules for medical conditions policy and emergency medication September 2025 to June 2026. It is advised relevant staff (headteachers, deputy/assistant headteachers, SENCOs and welfare assistants, medical staff...

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• **School nursing**

Last updated: July 2025

The service provides specialist advice and support to school-aged children and young people. The team comprises of school nurses, staff nurses, and nursery nurses and administrators.The team covers all the primary and high schools in Ealing...

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• **Named nurses by area and school**

Last updated: July 2025

Admin duty 020 8102 5888School nurse team email: clcht.ealingschoolnurseteam@nhs.netNurses in Northolt, Greenford and Perivale: 8 secondary, 22 primaryNurse Sharon Stuart 07887 564684Northolt High School 020 8864 8544The Cardinal Wiseman...

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• **Pupils on extended, unauthorised leave abroad - Letters for mainstream schools**

Last updated: July 2025

School is aware pupil is abroad on unauthorised absence. Do not do anything until you have read and understood the Pupils on extended, unauthorised leave abroad guide.Letter 1 Setting out expectations for keeping pupil on rollPlease ensure you...

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ARP for Autism / Speech language and communication needs in high schools

Last updated: July 2025

Cognition and learningAre likely to have a specific diagnosis of Autism. Some will not have a diagnosis as yet, but may be on a diagnosis pathway and / or have a social communication need or a Speech, Language and Communication Need (SLCN) that...

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