

**Adoptions**  
**Guidance for dealing with Court Order Adoptions**  
**for Non-SIMS schools**

A case of a Court Order Adoption must be dealt with great confidentiality and sensitivity. The following guidance will provide you with clear step by step instructions on how to deal with Court Order Adoptions once the Adoption Order has been granted. As a quick summary, this will involve creating a brand new student, making the existing student a Leaver and erasing any links between these two students.

**Creating a new student**

- Create a new student in your system in the child's new identity
- Enter the relevant class and use the date of adoption as the admission date
- Issue the student with a new UPN
- Ensure that the child's record shows the new address
- Check that the adoptive parents details are copied onto the new record, then break the link with the existing student
- Enter all relevant data relating to dietary, medical, ethnic/cultural and first language, obtaining this by sending the new adoptive parents a data collection report, if necessary.
- There should be no previous school history or attendance history prior to the adoptive date – student must be treated as a completely new child.
- Enter assessment data as applicable or download from Key to Success

**Amending the original student**

- Search for the original existing Student and Open their record
- The Legal & Preferred Surname and Forename must both read the pre-adopted legal names
- Delete the Student's Photograph
- All Registration details stay with the Student's record (including UPN)
- Delete the current Home Address
- Enter the School address as the Student's Current Address and set the Address Type as Home – This is to ensure that this record will not fail when you submit your next Census Return
- Highlight and Delete all Telephone Numbers and Email Addresses
- Highlight and Delete the Adoptive Parents in Contacts
- Enter the Date of Leaving and the Reason for Leaving as Unknown. In most circumstances the date of leaving will be before the date of adoption.
- Destination After Leaving field to be left blank
- It is important you check if there are any Linked Documents containing any reference to the new Student or his/her new adopted Parents. If so, they will need to be deleted