

Phase Transfer from Year 6 to Year 7 - Thanet District Transition Plan - 2023/24

Key Dates:	Transition Planning – Activities or actions to Support children with SEND to transition to secondary school successfully.	Who is Responsible?
	Key stake holders: Children, Parents and Carers, Primary Schools, Secondary Schools, STLS, SENDIA, EPs, PIAS	
	<p><u>Year 5</u> Parents/Carers, Primary School, and other professionals (within the Annual, or Provision Review) discuss the most appropriate schools for those pupils moving into Year 7. SENCO shares link to the Local Offer.</p> <ul style="list-style-type: none"> • https://www.kent.gov.uk/education-and-children/special-educational-needs/support-for-school-age-children/apply-for-and-choose-a-school/find-special-schools-and-schools-with-specialist-resource-provision/special-schools • https://www.kelsi.org.uk/_data/assets/pdf_file/0006/103587/KsENT-Special-Schools-Admissions-Guidance.pdf <p>September/ October/ November Primary Sencos encourage Parents/Carers and Young People to visit secondary schools and attend open afternoons, where possible. Primary SENCOS to share with parents/carers link to Mainstream Core Standards to reassure parents about what is available in mainstream schools. <i>It is expected that most children with EHCP's will attend their local mainstream school with their needs being met via reasonable adjustments.</i></p>	Primary School SENCO
	<u>Summer Term of Year 5</u>	
5 th June 2023	Schools receive details of all current pupils in the Phase Transfer cohort (leaving) for September 2024, from LA (for data quality checks).	LA
8 th June 2023	Parent email is sent out by the LA, requesting school preference for their child. Communication includes detailed process guidance and important information.	LA
17 th July 2023	Parent/Carer deadline for returning their Secondary School preference to the LA.	Parents /Carers
21 st July 2023	All Year 5 Annual Review paperwork must be completed and returned to the LA.	Primary Sencos
	SENDIA to begin populating District Transition Spreadsheet to include; <ul style="list-style-type: none"> • CYPs with EHCPs + when first issued, • CYP's school attendance history, • CYPs with HNF + amount, • CYP's parental preference for secondary, 	SENDIA

	<ul style="list-style-type: none"> • CYP's nearest mainstream school, • CYPs known by PIAS to be on RTTs • CYP's with suspensions in Ys 5+6 (?) 	
	<u>Year 6</u>	
	<u>Term 1 – Autumn 1</u>	
By 19 th September 2023	LA EHC Casework Team formally consult with Secondary Schools for Phase Transfer, in-line with LA and Parental Preference (PP).	EHC Casework Team
	<ul style="list-style-type: none"> • SENDIA attend STLS team meeting to talk through District Transition Spreadsheet and begin to add CYP known to STLS in last two years, • Specialist teachers to begin conversations at school link visits about any other Y6 CYP who may be vulnerable at transition, • Discussions at weekly LIFT meetings highlighting District transition arrangements, resources on Thanet Inclusion Support Service (TISS) website, use of language when talking to parents, presumption of mainstream etc. 	SENDIA / STLS
10 th October 2023	Term 1 SENCO Forum <ul style="list-style-type: none"> • Share Draft District Transition Plan. • SENDIA to discuss telephone calls to school Sencos to discuss which children will be disapplied from SATS, and progress and attainment data where clarification is needed from Annual Review paperwork for those with EHCPs. • Discuss difference between 'parental preference' and 'parental representation'. • Discuss consultation responses – these need to be solution focused - and linked to section 38(3) of the Children and Families Act. 	SENDIA STLS
31 st October 2023	Primary school Sencos to complete all Y6 annual review paperwork and return it to the local authority. SENDIA to email primary school Sencos to secure a telephone slot for discussions in preparation for secondary phase transfer meetings.	
Weekly	Weekly agenda discussion at LIFT re: transition- vulnerable children/cohorts etc	STLS
Weekly	Weekly discussion at STLS team meeting re vulnerable children/ cohorts in Yr 6. Identify vulnerable year 6 Cohorts, for targeted support	STLS
Term 1	Focus link Visit- transition- all schools	STLS
	<u>Term 2 - Autumn 2</u>	
Term 2	Information to be added to District Transition Spreadsheet as it is gathered by school's link specialist teachers and SENDIA via the local authority's SEN teams and data	STLS, SENDIA

	SENDIA to telephone Sencos for clarification on progress, attainment, disapplication from SATs and where vulnerabilities have been identified, identification of possible provision.	
9 th November/ 23 rd Nov (midday, TISS), tbc	Specialist teachers and SENDIA to meet to discuss the use of 'Promoting Alternative Tomorrows with Hope' (PATH) in Thanet schools to support transition, and to begin to identify which cohorts may benefit most from its implementation.	
Term 2	Link teachers to signpost Sencos/school staff for transition information sheets on individual secondary schools	STLS
Nov-Dec 2023	<p>Secondary District Placement Meeting (dates and venues tbc)</p> <ul style="list-style-type: none"> • Wednesday 1 & Thursday 2 November • Monday 13 & Tuesday 14 November • Wednesday 22 and Thursday 23 November • Wednesday 27 & Thursday 28 November • Tuesday 5 & Wednesday 6 December • Monday 11 & Tuesday 12 December 	Secondary HT, SENCO, SENDIA, LA
11 th December 2023	Secondary School deadline for sending EHC consultation responses to LA. Schools identify how they can meet provision outlined in Section F of EHCP (must be solution-focused).	Secondary Sencos
Weekly	Weekly agenda discussion at LIFT re: transition- vulnerable children/cohorts etc	
Weekly	Weekly discussion at STLS team meeting re vulnerable children/ cohorts in Yr 6	
	<u>Term 3 – Spring 1</u>	
31 st January 2024	Amended final EHC Plans, naming the school for September 2024, are sent to parents and schools by LA.	LA - EHC Casework Team
15 th Feb 2024	National Statutory Deadline for naming school placements, for those in Phase Transfer to Secondary School.	LA - EHC Casework Team
Term 3	STLS to begin Thrive/ Boxall assessment for identified cohorts/individual children across Thanet Primary schools	STLS
Term 3	SENDIA to update District Transition Spreadsheet to reflect Secondary Placements of children with EHCPs.	SENDIA
Term 3	Specific transition training to held at TISS- schools to be identified and invited	STLS
Term 3	SENDIA to begin to prepare packs for secondary schools containing information on HNF personalised plans, EHCP status, primary school, App 5, specialist teachers ROVs/Link Visits/ Thrive/Boxall assessments	SENDIA/ STLS

Term 3	Senco Forum transition focus- Link to transition focus Best practice sharing for transition- Examples of success from current year, evidence-based research. Case studies	
Weekly	Weekly agenda discussion at LIFT re: transition- vulnerable children/cohorts etc	STLS
Weekly	Weekly discussion at STLS team meeting re vulnerable children/ cohorts in Yr 6	STLS
	<u>Term 4- Spring 2</u>	
1 st March 2024 onwards	Mainstream Placement allocations are published to parents - STLS update District Transition Spreadsheet to ensure that the destinations of all vulnerable learners in the district are known to outside agencies.	STLS
1 st March 2024 onwards	Primary Sencos to begin to invite secondary Sencos to Annual Reviews, Provision Review meetings, or Transition Planning meetings, to set Outcomes for Key Stage 3, and discuss provision across Term 6 (of Year 6) and Term 1 (of Year 7), in order to ensure consistency and plan transition. STLS / SENDIA to join, where appropriate.	Primary SENCOS Secondary Sencos STLS
Term 4	SENDIA to attend STLS Link visits with at secondary schools to discuss and plan provision for incoming cohort. Pias/EP to attend where possible- Signpost resources. Focus on children with EHCPs, open to STLS/SENIA, trends in incoming cohorts. Map out and begin to plan for specific training needs/ provision linked to need of cohort.	STLS/ SENIA
Term 4	Specific transition training to held at TISS- schools to be identified and invited	STLS
Ongoing	Specific well-being/ thrive transition work with individuals/cohorts in order to upskill key staff	STLS
Weekly	Weekly agenda discussion at LIFT re: transition- vulnerable children/cohorts etc	STLS
Weekly	Weekly discussion at STLS team meeting re vulnerable children/ cohorts in Yr 6	STLS
	<u>Term 5 – Summer 1</u>	
Term 5	Transition Event – Term 5 to be held at RHA. Senior EP to attend to support with provision discussions and implementation of Section F (from EHCPs) as students transition from primary to secondary schools.	

Term 5	STLS District Lead, Well-being lead, SENDIA, Inclusion officer to meet with leaders in all secondary schools, to identify patterns in needs, and discuss training needs (Where appropriate)	STLS/ SENDIA /PIAS/Wellbeing lead
Term 5	Specific transition training to held at TISS- schools to be identified and invited	STLS
Weekly	Weekly agenda discussion at LIFT re: transition- vulnerable children/cohorts etc	STLS
Weekly	Weekly discussion at STLS team meeting re vulnerable children/ cohorts in Yr 6	STLS
	<u>Term 6- Summer 2</u>	
2 nd July 2024	SENCO Forum 6 – Networking for all vulnerable children Primary schools to give SEND files, securely, to secondary schools, at the end of Term 6.	Primary /Secondary Sencos STLS
4th July 2024	National Transition Day - secondary schools offer additional visits for vulnerable learners.	
	Secondary School Sencos provide transitional support resources to primary schools- Focus on key routines/familiarisation	
Term 6	' Mop up' specific cohort training sessions- based on identified need	STLS
	<u>Terms 1 and 2 of Year 7- Autumn 1 and 2</u>	
Term 1	Wellbeing Team to provide intensive support in all secondary schools – Focus on universal/specialist work as needed	STLS
Term 1	Secondary SENCO to update SEND Register to include Year 7 cohort. Secondary SENCO to send letter to parents/carers informing them that their child is on the SEND Register. <ul style="list-style-type: none"> Refer to your school's SEND policy. How do you identify children as having SEND at Phase Transfer? 	Secondary SENCOS
By end of term 2	Secondary Sencos and link Teachers to monitor school data in Link Visits, regarding any pupils who continue to need ongoing transition support	STLS
By end of term 2	Supportive visits by SENDIA and STLS District Lead to reflect on transition and discuss any pupils that schools are now concerned about. By end of Term 2, Secondary SENCOs to monitor school data (attendance, suspensions, behaviour points, attainment, safeguarding) and liaise with STLS, via LIFT, regarding any pupils whose needs were not identified during their Transition.	SENDIA District Lead

