

Phase Transfer from Year 6 to Year 7 - Dover, Deal and Sandwich 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, SEND IA, 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 SENCOs encourage Parents/Carers and Young People to visit secondary schools and attend open afternoons, where possible. <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> <i>Primary SENCOs to share with parents/carers link to Mainstream Core Standards to reassure parents about what is available in mainstream schools.</i></p>	Primary School SENCO
	<u>Summer Term of Year 5</u>	
	SEND IA to meet with Leaders at Whitfield Aspen School to gain overview of Year 5 PSCN SRP cohort.	SEND IA
5th 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
17th 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 SENCO
	SEND IA to begin populating District Transition Spreadsheet (EHCPs + HNF).	SEND IA
	<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
	SEND IA attend STLS team meeting to talk through District Transition Spreadsheet and what is needed from STLS (adding pupils open to STLS who do not have an EHCP).	SEND IA / STLS
	Primary schools to work with children and families to plan to increase independence for yr 6 pupils- in lessons, during unstructured times and with regard to personal organisation. Begin to plan opportunities to move around the primary school site. E.g., to take messages or to do jobs, where appropriate consider varying rooms in school for different sessions.	Primary schools Child Families
26 th Sep	Transition Working Group	
10 th October 2023	<p>Term 1 SENCO Forum</p> <ul style="list-style-type: none"> • Share Draft District Transition Plan • Secondary SENCOS present their SEND 'offer' and transition 'offer' at Term 3/4 SENCO forum. • 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. • Share transition event to support secondary colleagues plan provision for children with EHCPs at Clinic in March. 	SEND IA STLS STLS, EP, SEND IA
11 th October	<p>LIFT Group 6 (secondary SENCOS) – Discuss</p> <ul style="list-style-type: none"> • SENCO Forum Agenda for 30th Feb. Secondary SENCOS to present Whole School Provision Plan and Transition Offer for each school. • Transition Events / Clinics (suggested dates in March) to discuss provision outlined in Section F for children with EHCPs 	EP / STLS / SEND IA
From term 1	Identify vulnerable year 6 Cohorts, for Team Around the Class Support.	STLS SEND IA
	<u>Term 2 - Autumn 2</u>	
	STLS to add their information to District Transition Spreadsheet. Check SEND IA information is accurate and then add any children, open to STLS, not already on the District Transition Spreadsheet. <ul style="list-style-type: none"> • STLS admin to routinely add any Y6 children being opened to the STLS, from T2 onwards. 	STLS
	STLS to create a Transition Page on the Dover District STLS website. (Include links to Secondary Schools' transition pages / information / videos and links to KELSI.)	STLS

	Specialist Support Worker to liaise with other districts about how they support vulnerable children through transitions. Do they do small group work or individual work? What resources do they use? Look at Moving on Booklet in Ashford and Mission Transition group run in Folkestone.	
21 st November 2023	Transition Working Group	
Nov-Dec 2023	Secondary District Placement Meeting (Date TBC).	Secondary HT, SENCO, SEND IA, LA
11th 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
	<u>Term 3 – Spring 1</u>	
25 th January 2023	Transition Working Group	
30th Jan 2024	<p><u>Term 3 SENCO Forum- ‘Best Practice for Transition’ focus</u></p> <p><i>Split activities over Terms 3 and 4 SENCO Forums- agenda to be finalised near the time.</i></p> <ul style="list-style-type: none"> • Real Life Experience – transition through the eyes of Parents / Carers, and Young People. • Positive Case Studies • Transition Working Group to present resources and activities which Primary Schools can use to help children become Secondary-ready. • Transition Working Group -How can secondary schools get ready for the children they are going to receive? Best Practice Guide. • Talk about transition pages on Secondary website. • Transition Policy? • Secondary Transition list • Secondary SENCOS to share their whole-school Provision Maps, so primary SENCOS are aware of, and feel confident about, communicating what their local Secondary School can offer, to help reassure parents and carers. <ul style="list-style-type: none"> ▪ <i>SEND IA can support any Secondary School which does not have this in place.</i> 	All

31st January 2024	Amended final EHC Plans, naming the school for September 2024, are sent to parents and schools by LA.	LA - EHC Casework Team
15th Feb 2024	National Statutory Deadline for naming school placements, for those in Phase Transfer to Secondary School.	LA - EHC Casework Team
	Schools to prepare for Transition Support Event / Clinic meetings with EP/ STLS and SEND IA.	
	SEND IA to update District Transition Spreadsheet to reflect Secondary Placements of children with EHCPs.	SEND IA
	<u>Term 4- Spring 2</u>	
1st 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
4 th May 12 th May 15 th May	Remote Transition Support Events for children with EHCPs (EP/ STLS/ SEND IA) Secondary school staff to attend a Transition Clinic for children with EHCPs who will start at their secondary school in Sep 2024; discuss final EHCPs (Section F - provision) and Appendix 5's (EP Advice) with Secondary School. Schools to share any concerns around interpreting recommendations and provision, allowing Clinic to signpost resources, strategies and/or interventions to meet pupils' needs within the secondary context. <i>The two secondary SRPs (Aspen 2 (PSCN) and Goodwin (SLCN) will be included and given slots.</i> <i>STLS admin to record outcomes.</i>	STLS, EP, SEND IA Secondary Schools and SRPs
12 th March 2023	Transition Working Group	
	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 / SEND IA to join, where appropriate.	Primary SENCOS Secondary SENCOS STLS
	SEND IA to filter District Transition Spreadsheet, creating a document for each Secondary School, with an individual School Overview.	SEND IA
	STLS admin to compile calendar of Transition Events, across the District, for vulnerable children to share with Primary Schools.	STLS
21 st May 2024	Term 4 SENCO Forum: 'Best Practice for Transition' focus	
	<u>Term 5 – Summer 1</u>	

9 th May 2023	Transition Working Group	
	Primary Schools begin to run transition sessions (PSHE) for Year 6 pupils, to help prepare them for leaving Primary School, and the transition to Secondary. https://campaignresources.phe.gov.uk/schools/resources/transition-to-secondary-school-lesson-plan-pack Explore Year 6 concerns and questions about Transition, through Circle Time, PSHE etc...	
	Additional visits to Secondary Schools planned, for children requiring Specialist Transition Support ensure pupil meets 'safe staff' and sees sanctuary areas.	
	Primary Schools to run small-group and 1:1 intervention for some children, to help prepare them for transition, e.g., Secondary School Readiness – Transition to Secondary School (Black Sheep Press).	
	STLS District Lead and SEND IA to meet with Leaders in Secondary Schools, to discuss incoming cohorts, identify patterns in Needs, share information, and discuss training, accordingly. Share Master Transition Information Spreadsheet for school.	STLS/ SEND IA
	<p>Secondary School SENCOS to consider:</p> <ul style="list-style-type: none"> ● Provision (section F) identified on EHC plans. ● Support required during non-structured time (Meet and Greet, break support, lunch support). ● Children who are socially vulnerable, and liaise with Heads of Year, /Pastoral Team to ensure they are in the same class as someone from their Primary School that they already know. <ul style="list-style-type: none"> ▪ Consider a Buddy System for vulnerable pupils (the buddy could possibly visit the pupil in their primary setting) ▪ <i>Include focus on hidden disabilities, such as ASC, ADHD, and trauma, etc....</i> ● Order equipment or resources which individual children may require, e.g., laptops, alternative toileting arrangements, early lunch passes, corridor passes. ● Where needed, make adaptations to the physical environment. ● Consider key documentation to support inclusion (Pupil Passports, PEEPs, Risk Assessments, Pastoral Support Plan, and Healthcare Plan, etc....) ● Where appropriate, apply for HNF (may involve some recruitment of staff). ● If undertaking assessments (CAT test or baseline tests), consider how this is going be communicated to vulnerable learners; particularly if these will take place in the first week or two of Term 1. <ul style="list-style-type: none"> ▪ Will normal access arrangements be in place? (Scribe, laptop, readers, rest breaks, extra time, etc...) ● Consider personalisation of timetable a system to simply a two-week rolling timetable. (Colour coding subjects, visual symbols for subjects, full teacher names not initials, times on clock faces etc...) 	Secondary SENCOS
	<u>Term 6- Summer 2</u>	

	Year 6 to Year 7 Information Sharing morning (<i>date may move to earlier in the year</i>) and networking for all vulnerable children.	Primary and secondary SENCOS
Thursday 4th July 2024	Transition Day (Year 6 pupil's transition to new secondary school for a taster session). Primary schools to send key adult to secondary school, where appropriate. Ensure pupil has a visual explanation of the day. Where to go, what to bring and what will happen.	
	Secondary Schools offer additional visits for vulnerable learners. Practice key routes. E.g., entering the school building, route to tutor/form room, route to learning support centre (or equivalent)	
	Secondary School SENCOS provide transitional support resources, e.g., Social Stories, Photo books/packs (key staff and environment), colour coded maps with images of key places, videos, etc.	Secondary SENCOS
11 th July	SENCO Forum 6 Primary schools to give SEND files, securely, to Secondary Schools, at the end of Term 6.	
	Some secondary schools to offer summer school for vulnerable pupils and pupils with SEND.	Secondary SENCOS
	Over the summer holidays, or before, the child practises travelling to the Secondary School from home.	Parents/carers
	<u>Terms 1 and 2 of Year 7- Autumn 1 and 2</u>	
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
Term 1	Secondary SENCOS to share Pupil Passports / one-page profiles with Subject Teaching Staff, ensuring they are aware of pupils' strengths, challenges, and strategies to support.	Secondary SENCOS
Term 1	Phased Return to Secondary School: Year 7-only transition and familiarisation activities on first day.	
Term 1	Consistent seating plans taking into consideration pupils sensory needs. E.g., temperature, noise, near the door.	Secondary SENCOS
Term 1	Secondary Schools to offer a 'Meet-and-Greet the SENCO' Session, for parents/carers of children with SEND, e.g., coffee morning / surgery / drop-ins, etc...	Secondary SENCOS
By end of term 2	Individual Provision Plan (IPP) meetings offered to Parents / Carers of children on the SEND Register. Parents/ Carers will be given a copy of their child's Provision Plan, showing Outcomes (or similar document), which they sign.	Secondary SENCOS
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.	
By end of term 2	Supportive visits by SEN IA and STLS District Lead to reflect on transition and discuss any pupils that schools are now concerned about.	

