

Phase Transfer from Year 6 to Year 7 – Tunbridge Wells 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>	
	Primary Schools receive details of all current pupils in the September 2024 Phase Transfer cohort from LA (for data quality checks).	LA
	Parent email is sent out by the LA, requesting school preference for their child. Communication includes detailed process guidance and important information.	LA
	Parent/Carer deadline for returning their Secondary School preference to the LA.	Parents /Carers
	All Year 5 Annual Review paperwork must be completed and returned to the LA.	Primary SENCO
	<u>Year 6</u>	
	<u>Term 1 – Autumn 1</u>	
By 19th September 2023	LA EHC Casework Team formally consult with Secondary Schools for Phase Transfer, in-line with LA and Parental Preference (PP). All schools should have been given access to SharePoint folder of consultations.	EHC Casework Team

	The link may be sent to 'Admissions' rather than SEND/SENCO in the school. The deadline for responding to consultations will be stated in the email.	
September	SEND IA to send out primary school transition form to identify students in Y4, Y5 and Y6 who will need transition support. To be updated year by year.	SEND IA
26 th Sep	Transition Working Group	SEND IA, STLS Lead, Senior EP,
20th October 2023	Secondary School deadline for sending EHC consultation responses to LA. Schools identify <u>how</u> they can meet provision outlined in Section F of EHCP (must be solution-focused).	Secondary Schools
	<u>Term 2 - Autumn 2</u>	
6 th December	District Phase Transfer Meeting at Skinners Kent Academy	Secondary Headteachers / SENCOS, SENWest, SEND IA
21 st November 2023	Transition Working Group	
11th December 2023	Secondary School deadline for sending EHC Consultation Responses to LA, based on the consultations sent out following the District Placement Meetings.	Secondary SENCOS
December 23	Collate spreadsheet from information received via primary school transition form and share with Transition Working Group	SEND IA
	<u>Term 3 – Spring 1</u>	
January 2024	Transition Working Group: -SEND IA and STLS Lead to identify vulnerable children from the primary school transition form and discuss support needed. -SEND IA and STLS Lead to discuss EHCP placements for Y7 and discuss work that may be done at the secondary schools to be 'child-ready' in terms of provision. For specific children with EHCPs / HNF an action plan of support may be needed. -Prepare 'good practice points' to share with secondaries (leaflet?)	SEND IA STLS Lead

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
February 2024	Late placements: SEND IA and STLS Lead to discuss EHCP placements for Y7 and discuss work that may be done at the secondary schools to be 'child-ready' in terms of provision. For specific children with EHCPs / HNF an action plan of support may be needed.	SEND IA, STLS
15th Feb 2024	National Statutory Deadline for naming school placements, for those in Phase Transfer to Secondary School.	LA - EHC Casework Team
	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	
March 2023	Transition Working Group	
Term 4	Primary SENCOs 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
Term 4	STLS Admin to create lists of children transitioning to each secondary school. To include: EHCPs Children discussed at LIFT Children identified as vulnerable on primary school transition form.	STLS
	<u>Term 5 – Summer 1</u>	
9th May 2023	Transition Working Group	
May	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	Schools

	Explore Year 6 concerns and questions about Transition, through Circle Time, PSHE, etc...	
May	Additional visits to Secondary Schools planned, for children requiring Specialist Transition Support, to ensure pupil meets 'safe staff' and sees sanctuary areas.	Schools
May	Primary Schools to run small-group and 1:1 interventions for some children, to help prepare them for transition; e.g., Secondary School Readiness – Transition to Secondary School (Black Sheep Press).	Schools
May	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 Good Practice Points with secondary schools.	STLS/ SEND IA
May / June	STLS Transition Event	STLS SEND IA Primary School Secondary Schools
	<u>Term 6- Summer 2</u>	
Term 6	Secondary schools to consider additional resources required	
Term 6	Transition Day (Year 6 pupils' transition to their new Secondary Schools for taster sessions). Primary Schools to send key adults to Secondary Schools, where appropriate. Ensure pupil has a visual explanation of the day; where to go, what to bring, and what will happen.	
Term 6	Secondary Schools offer additional visits for vulnerable learners. Practise key routes; e.g., entering the school building, route to tutor/form room, route to learning support centre (or equivalent).	
Term 6	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
Term 6	Some Secondary Schools to offer Summer School for vulnerable pupils and pupils with SEND.	Secondary SENCOS
	<u>Terms 1 and 2 of Year 7- Autumn 1 and 2</u>	
September	Send out primary transition form to update with new cohort information	SEND IA
September	Considerations for secondary sencos: How will information about pupils' needs be shared with relevant staff? Plan six-week meeting with parents of children with EHCPs. Plan in annual reviews for the coming year.	Secondary SENCOS

By end of Term 2	Supportive visits by SEN IA and STLS District Lead, to reflect on Transition, and discuss any pupils for whom schools have concerns.	