



Sefton Council

Transition Policy

School Name PRESFIELD HIGH SCHOOL

Date Ratified: FEBRUARY 2017

Date for review: DECEMBER 2017

Signed: [Signature]

Chair of Governors

Arriving at any new school can seem daunting but for students with ASC it can cause great anxiety, so from well before the Year 6 students have their places confirmed, we work with our primary schools, post 16 providers and progression providers to ensure that we make students feel part of any transition process.

KS2 to KS3 transition:-The move to secondary school brings a lot of changes - different classrooms and different teachers for each subject, larger building, new travel arrangements and coping with support from unfamiliar teaching assistants. A well-planned transition between primary and secondary phases will help remove any barriers to learning and enable them to reach their full academic potential as well as feeling less isolated.

To ensure smooth KS2 to KS3 transition we

- Visit each child in their current school
- Meet with current teachers and TA's to gain a clear understanding of needs
- Produce a pen portrait for each student
- Transfer academic data
- Facilitate parent visits with the Head/**Deputy**
- **Facilitate student visits with their current School and key TA, to visit on at least three occasions.**
- Facilitate student visits with their current TA
- Have a year 7 curriculum based on the primary model of one teacher for the majority of lessons
- **Have a named parental contact to help with the transition process and family experience**
- Provide visual timetables to all students
- Organise a residential **during the first year** to support friendship groups
- Organise a Meet and Greet evening for Parents and Carers in the first half term to discuss how pupils are settling in to Presfield life.
- Have a small yard to enable friendship work

In year transition:-despite being older than transitioning in year 7 students still face great anxiety about starting a new school. It is equally important to ensure a well planned transition occurs in year.

To ensure a smooth transition we

- Visit the child in their current school or at home if a non attender
- Meet with parents, teachers and TA's to gain a clear understanding of needs
- Produce a pen portrait for each student
- Transfer academic data
- Facilitate parent visits with the head
- Facilitate student visits with their current TA
- Provide a phased entry and taster lessons where appropriate
- Provide a visual timetable
- Have a small yard to enable friendship work

KS4 to KS5 transition:- The move from Year 11 to Sixth Form can be quite daunting for students despite the familiarity of staff and school. We understand the need for a smooth transition to at least reduce if not eliminate any worries the student, or parents/carers, may have.

To ensure a smooth transition we

- Visit the child in Year 11 or at home if a non attender
- Meet with parents, teachers and TA's to gain a clear understanding of needs
- Facilitate tours of the Sixth Form for parents/carers and students
- Facilitate visits with the Assistant Head of KS4 and KS5
- Ensure all parents have the chance to discuss the Sixth Form provision and curriculum at KS4 parents evenings with teachers TAs and current Sixth Form students
- Have a two week infill in July for potential Sixth Form students to have a taste of Sixth Form life
- Transfer academic data
- Organise a Meet and Greet evening for Parents and Carers in the first half term to discuss how pupils are settling in to Sixth Form

We also understand that at the end of KS4 it is time for some students to move on to other establishments. This transition can be particularly difficult and we ensure that a well structured and supported transition takes place.

To ensure a smooth transition we

- Ensure visits to external providers such as colleges and employers take place
- Ensure external providers attend our KS4 parents evenings
- Facilitate meetings with Connexions for all year 11 students to ensure they are aware of their options after KS4
- Include a taster carousel for year 11 students at Southport College, where they will participate in College sessions as a group and experience the College environment.
- Help with the application process
- Provide supported individual sessions for students in their preferred destination where appropriate
- Transfer all data
- Meet with external providers, parents and students to discuss the students needs
- Provide a point of contact for the student, parent and external provider in the first year of their attendance at an alternative establishment

KS5 transition: - At the end of KS5 students have to make the transition to another establishment, whether that is Further Education, Training or Employment is up to them, however we are here to ensure their transition is as smooth as possible.

To ensure a smooth transition we

- Ensure visits to external providers such as colleges and employers take place
- Ensure external providers attend our KS4 parents evenings
- Facilitate extended work placements or college placements for the students to ensure they are familiar with their new environment
- Meet with external providers, parents and students to discuss the students needs
- Facilitate meetings with Connexions for all year Sixth Form students to ensure they are aware of their options after Sixth Form
- Help with the application process

- Facilitate visits from external providers to get to know our students in an environment they are comfortable with
- Transfer all data
- Provide a point of contact for the student, parent and external provider in the first year of their attendance at an alternative establishment