



BARNSELY
Metropolitan Borough Council

Transition Checklist

To be used as part of the Graduated Response

TRANSITION CHECKLIST FOR CURRENT SETTING IF PUPIL MOVING TO COLLEGE

<p>Arrange time with the young person to discuss their choices regarding which college / sixth form they would like to attend. Discuss their concerns and what they are looking forward to. Keep a record of this discussion to share with the college / sixth form.</p>	
<p>Ensure that dates have been arranged for the young person to visit college / sixth form they would like to attend.</p>	
<p>Ensure that staff from potential new setting (s) have been invited to Y11 reviews.</p>	
<p>Arrange a transition meeting. Invite the young person, parents / carers and a representative from sixth form / college. Transition plan has been written and agreed with young person, parents, current setting and new setting.</p>	
<p>Complete a transition plan. This needs to be co-produced and agreed with young person, parents / carers, current setting and new setting. Clarify the young person's strengths and areas with which they need support. Share information regarding support and advice provided by any other agencies.</p>	
<p>Staff share how they currently support the young person and all relevant information regarding how to best support them – including equipment they use, all services that are currently involved with contact details and any exam access arrangements.</p>	
<p>Ensure that college interview date has been set.</p>	
<p>Young person has received support prior to college interview. They have a copy of the 'ALL About Me' or One Page Profile document to take along. They have been prepared for the interview with questions and / or concerns and a list of things they feel is important to communicate.</p>	
<p>Transition plan and relevant reports from all involved services have been passed to new setting.</p>	
<p>Check that all specialist equipment has been passed on to the new setting along with any relevant paperwork e.g. login, passwords, therapy plans, instructions.</p>	