

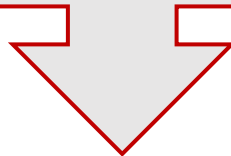


## Primary to Secondary Transition Timeline Year 5 – Year 7

### Year 5 Spring / Summer

Encourage all Year 5 parents/carers to visit schools, look at school websites and virtual tours.

Primary school SENDCO to encourage parents/carers to gather information about secondary schools to help them to make an informed choice when naming a school in the EHCP phase transfer meetings.

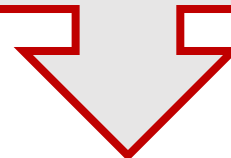


### Year 6 Autumn

Parents/carers to visit open evenings for secondary schools.

Phase transfer meetings to be held for all pupils with EHCP – by 31 October.

Opportunities to develop self- organisation for pupils.



### Year 6 Spring

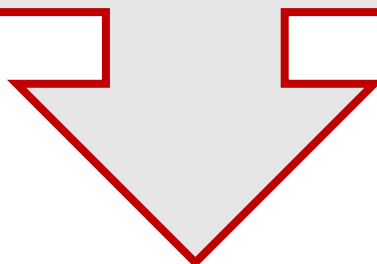
March – school places confirmed via LA admissions (not for EHCP pupils as they come at various times of the year).

Secondary school to start the process of making contact with parents/carers and feeder schools around transition and other important information.

April – attend information sharing event for primary, secondary and special schools. Agree contact information for the person to receive SEND information and safeguarding files.

May – Extended transition sessions to start for some secondary schools, including personalised school visit for pupils and parents.

Further informal pertinent information sharing as required by SENDCOs and Transition Leads using relationships and contacts from the transition information day in April.



### Year 6 Summer

- Secondary schools to visit primary schools to discuss transition with groups and individual pupils. Best practice would be to make sure schools share information with parents for important contacts – email/telephone calls.
- July – Common Transfer Week.
- Pupil files passed to new school – electronic and/or paper copy. The primary schools must ensure that all safeguarding files are also passed to DSL electronic and/or paper – Summer 2.
- Secondary school has provided relevant information (for example, timetables, school map, key members of staff, school rules).
- Where possible, the Secondary staff have visited the student in the Primary school.
- A Secondary mentor member of staff is identified for the pupil.
- The pupil has opportunities to practise routes around the Secondary school.
- The pupil has opportunities to meet peer mentors from the Secondary school.
- Staff develop a one-page profile along with the pupil.
- Secondary staff provide strategies for the student to use at the Secondary school (such as what can I do if...?, finding a safe space).

### Year 7 Autumn

- September catch up session with Primary and Secondary SENDCO/Transition Leads/Key Worker.
- Ongoing informal information sharing as required.

\*Please note: Pupils on EHCP may not have been allocated a school place in line with other pupils. Schools need to factor this in when thinking about transition for these pupils and adjust the time line accordingly. These pupils will require a bespoke transition package. \*