

Transition Timeline – KS2-KS3									
Year 5 - Spring & Summer Term		Year 6 - Autumn Term		Year 6 - Spring Term		Year 6 – Summer Term (before starting Secondary School)		Year 7 – Autumn Term (after starting Secondary School)	
Begin planning for Transition:		Continue Planning for Transition:		Prepare for Transition:		Commence transition process:		Continue transition process:	
Universal Transition:									
Nominate a 'Transition Lead' to oversee updates on the school website, communications, visits and liaising with respective primary and secondary schools.	PS SS	LA will send out application information to all parents/carers in the first week of September.	LA	1 st March – NATIONAL OFFER DAY.	LA	Excel transition document is sent to secondary school via Broadcast at the beginning of the summer term.	LA	Reaffirm key member of staff for each student (e.g. form tutor, head of year, pastoral staff member).	SS
		Confirm transition lead in primary and secondary. Share on school website.		LA will send offer letters to all parents informing them of the allocated school.		Secondary school staff visit students in their primary schools. Where it is not possible, alternative sessions should be offered.		Provide students with accessible guidance on new routines and systems at their secondary school.	
Ensure websites are up to date with transition information, open days and links to the secondary school transition section. Secondary schools to provide a generic transition email address for any transition related queries.	PS SS LA	Ensure the website information on transition is up-to-date and accessible.	PS SS LA	LA will share initial allocation lists with primary and secondary schools.	PS SS	Review the given information, to provide opportunity to raise concerns, and put any appropriate support in place. Hold additional conversations with primary schools enhance communication and quality of data.	SS	Provide students with accessible guidance on new routines and systems at their secondary school.	SS
		Advertise open days using website and social media.		Encourage families to respond to offers promptly.		Secondary schools offer graduated support over the first four weeks to help students settle in, including assistance with punctuality, uniform, homework, equipment, information sessions, and reminders of school systems and expectations. Sanctions for related issues are removed for this period.		Secondary schools offer graduated support over the first four weeks to help students settle in, including assistance with punctuality, uniform, homework, equipment, information sessions, and reminders of school systems and expectations. Sanctions for related issues are removed for this period.	
Primary schools to promote RCBC Secondary Admissions Guide and share portal link on websites/social media.	PS LA	Encourage parents/carers to submit secondary applications in September, advising them three choices should be made.	PS	The Local Authority will send the transition spreadsheet to primary schools by agreed date Primary schools are required to complete and return it via Broadcast by agreed date.	LA PS	Secondary schools offer graduated support over the first four weeks to help students settle in, including assistance with punctuality, uniform, homework, equipment, information sessions, and reminders of school systems and expectations. Sanctions for related issues are removed for this period.	SS	Secondary schools offer graduated support over the first four weeks to help students settle in, including assistance with punctuality, uniform, homework, equipment, information sessions, and reminders of school systems and expectations. Sanctions for related issues are removed for this period.	SS
		Consider offering sessions to help parents with admission processes.		Transition Leads to attend spring term transition meeting.		Secondary schools offer welcome events to share important information with parents/carers, including key staff, contact information, uniform, equipment, and relevant dates.		Secondary schools offer welcome events to share important information with parents/carers, including key staff, contact information, uniform, equipment, and relevant dates.	
Begin discussions with students about secondary school. Invite previous students to share their experiences of moving up.	PS SS	Send reminders for the 31st October deadline to all parents/carers who have not yet submitted application for secondary school.	LA	Set up meetings with secondary to share information.	PS	Ensure students and parents can access and understand all transition information. Consider providing information in a video format and/or use social media.	SS PS	Offer drop-in sessions for students and parents to meet key staff and address any questions or concerns.	SS
		Transition Leads to attend autumn term transition meeting.		Provide students with opportunities to discuss their thoughts and feelings about moving school.		Students and parents/carers have had the opportunity to visit the secondary school and meet staff.		Primary school to be contactable to offer additional advice if required. This could be from any professional working with the student and their family.	
Provide opportunities to develop self-organisation skills.	PS	Provide opportunities for students to visit their new schools as part of their scheduled curriculum for sports, arts, performances or science experiences.	PS SS	Where incoming students have specific health needs secondaries may need to identify staff to complete specific training and/or arrange assessment of the school environment.	SS PS	Students and parents/carers have had the opportunity to visit the secondary school and meet staff.	SS PS	Each Year 7 student to write a letter back to their year 6 teacher.	SS
		Provide students with opportunities to discuss their thoughts and feelings about moving school.		Primary staff to offer guidance.		Year 6 student to write a letter to their year 7 form tutor. Guidance in writing these letters can be found in Appendix 2.		Each Year 7 student to write a letter back to their year 6 teacher.	
Monitor and review student's individual development to identify any emerging needs.	PS	Offer 'preparation for secondary' lessons to all Y6 students. This should cover:	PS	Share key information, key dates, uniform and equipment requirements with students and parents/carers.	SS	LA share final school allocation lists subject to the appeals timeline.	LA	Transition week - all students have an opportunity to spend time in their new school. This should include:	SS PS
		- emotional readiness - organisational readiness (inc. reading secondary timetables, social readiness). Conversations should be framed in terms of exciting opportunities that secondary will offer.		Use accessible languages and avoiding acronyms. Consider making the information available in a video format.		- Familiarisation of the school site - Taking part in activities and a range of subjects - Opportunities to make friendships and develop a sense of belonging		- Familiarisation of the school site - Taking part in activities and a range of subjects - Opportunities to make friendships and develop a sense of belonging	
Identify and plan for students who may need enhanced transition to secondary. Start graduated response. Consider support from community and LA services.	PS	Consider involving outside agencies in these sessions.	PS	Liaise with parents/carers to further develop independence, including organisational skills, self-care and travel training.	PS SS	Identify any students that struggle during transition week and gain additional information from primary.	SS PS	Transition week - all students have an opportunity to spend time in their new school. This should include:	SS PS
		Support students to understand higher expectations, uniform, double lessons, using a planner, homework, changes in teachers and moving around the school.		Work together on; terminology sanctions and ensuring a graduation of an increase in homework.		Transition Leads to attend summer term transition meeting.		- Familiarisation of the school site - Taking part in activities and a range of subjects - Opportunities to make friendships and develop a sense of belonging	
		Encourage independence skills of year 6 students throughout the year. Support parents/carers to do the same at home.	PS	Consider using apps for homework or offering homework clubs.					
Enhanced Transition:									
Primary SENCo meets with Year 5 staff. Plan for year 6 to help them be 'secondary ready'. Engage parents/carers within the process.	PS	Primary SENCo meets with Year 6 staff. Continue consideration for secondary readiness.	PS	Update SEN Plans with parent and child voice. Share with all staff and embed across school day.	PS	Arrange meeting with parents/carers and other professionals involved to plan for transition and identify any support or adjustments.	PS	Arrange meeting with parents/carers and other professionals involved to discuss progress and any emerging concerns.	SS
		Ensure all students with SEN needs are on the SEN register. Discuss need for HNF and map out support		Primary SENCO to confirm EHCP and SEN support plan review meetings with Secondary SENCO.		Triad of support identified and introduced to parents and student.		Identify clear next steps.	
Ensure all students with SEN needs are on the SEN register.	PS	Utilise the 'Supporting Families Toolkit' to ensure all parents/carers are supported effectively.	PS	Secondary school SENCO to visit child and parents/carers at primary school to discuss child's needs.	SS PS	Additional enhanced visits with key staff showing areas where they can access additional support.	PS SS	If applicable, 1:1 support staff work closely with parents to give regular feedback and updates.	SS
		LA to populate Part A of the Excel transition document. Liaise with PS to identify vulnerable students.		Consider completing an 'Our Family Plan' with parents/carers if there are concerns for the child and family.		'Transition Passports' created by primary schools with input from parents/carers and shared with secondary schools.		Consider completing an 'Our Family Plan' with parents/carers if there are concerns for the child and family.	
For additional guidance on providing enhanced transition, see appendix 3.								The Early Help Assessment or Our Family Plan Redcar and Cleveland	

