



DURANTS SCHOOL – POLICY DOCUMENT

Transition Policy

November 2019

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Next review date: November 2022

DURANTS SCHOOL – Transition Policy

These guidelines set out the procedures to be followed when integrating pupils into Durants school and when integrating pupils into a mainstream setting, Post 16 provision, Further Education College or when transferring to an adult service centre.

Integration into or out of Durants school is normally a decision made at transition meetings, subject to the agreement of parents with advice from the Head Teacher, Class Teachers, Educational Psychologist and Careers Officer.

Procedures for transition at Durants school

1. The following details of integration are discussed at the transition meeting:
 - Aims/purpose of integration
 - Hours per week
 - Level of support
 - Transport arrangements
 - Implications for the curriculum
2. If the parents are not present at the meeting, contact must be made. If written permission is not granted by parents, the integration cannot go ahead.
3. A risk assessment is carried out to ensure that any health and safety issues related to school placement and the journey are recorded and dealt with.
4. Where possible Durants staff to accompany the pupil and monitor placement, a written report to be submitted at the pupil's meeting, as appropriate.
5. Where possible the same member of staff should accompany the pupil on each occasion to evaluate and report on progress.
6. Targets for the integration are set at the meeting.
7. Where integration occurs internally, pupils will have targets set and supported by classroom staff.
8. Integration attendance to be given priority to ensure consistence of attendance. Any changes to placement should be discussed with parents.
9. A final report is to be written by the teacher where a placement becomes full-time or is terminated – **e.g. an Entry Review**.
10. Where pupils are distressed or are unable to access key aspects of the session the placement should be reviewed in consultation with the parents.

Transfers between classes and departments

When transferring between classes or departments, a discussion takes place in the summer term to group pupils according to their age, ability and needs and staff are allocated to each group accordingly. This information is sent to parents to inform them of the changes and there is an opportunity to discuss this and meet new teachers at the summer parent open evenings.

Whole school transition days are timetabled in the second half of the summer term. Preparation work with the pupils is completed within class groups to help the pupils cope with change. Where necessary a social story is prepared with the pupils and sent home so that parents can continue to prepare the young person for the changes during the summer holidays.

In summer term, teacher meets with the receiving teacher in order to hand over pupil information and share strategies for working with individual pupils.

For Pupils Integrating Outside of Enfield

It is the responsibility of the home LEA, in consultation with parents, to find a suitable school placement. When arrangements have been finalised, the Durants teacher contacts the manager of the receiving provision to arrange a discussion with the receiving staff, to confirm the details of integration.

Secondary Transfer for current pupils attending Durants school

During a students' Year 11 annual review meeting a discussion takes place about appropriate Post 16 placements. A decision is made by the pupils, the parents, school staff and appropriate outside agencies; as to whether the pupil will transfer into Durants post 16 provision or whether different post 16 provision is needed.

When arrangements have been finalised, internal transition is the same as in previous transfers between classes/ departments. For external integration a transition programme will be set up with the future placement.

Secondary Transfer For Pupils Attending An External Primary School.

Durants school will hold an open day for parents of prospective year 6 pupils during the Autumn term. It is the responsibility of the LEA, in consultation with parents, to find a suitable secondary school placement.

Once the decision has been made for a pupil to transfer to Durants secondary provision, the Head of Lower Department will arrange an initial visit to their current school to observe the pupils. An 'observation of new pupil' form will be completed and an initial assessment will be made. Whenever possible, Durants staff will attend the transition review of the year 6 pupils at their current school. Arrangements will be made for the hand over of pupil information and there will be an opportunity to share strategies for working with individual pupils.

In liaison with the current class teachers, Durants staff will set up an integration programme to help prepare the pupils for a smooth transition to Durants. Where necessary a social story is prepared with the pupils and sent home in order that parents can continue to prepare the young person for the changes during the summer holidays. There will also be an opportunity for Durants staff to arrange a home visit to new pupils in the summer term before they start in Year 7.

Transfer Into Durants For Pupils Attending An External School.

For pupils transferring to Durants school outside of the usual year 7 transfer the above guidelines for Secondary transfer are to be used. For occasions when the pupil has been out of the education system for whatever reason, contact will be made with parents and other professionals who have been involved with the pupil and a transition programme will be set up.

Transfer out for current pupils attending Further Education Colleges

In a students' final year at Durants an annual review will take place in October/ November in order to make decisions and arrangements about the appropriateness of a future placement, whether they are moving onto a Further Education College or Local Authority Day Service.

For students transferring to Further Education Colleges, the Head of Upper Department will liaise with the designated College and complete the necessary Pre-Assessment forms and submit them in early November/ December as required. They will liaise with the said College to make appropriate arrangements for transition in the following September. At the same time, The Head of Department will organise sufficient meetings with parents and the allocated Care Co-ordinator (and other associated services) in order to ensure individual students are adequately supported throughout their transition and all the appropriate arrangements have been made for day provision on College 'rest days'. If possible weekly transition sessions will be pursued during the Summer term at the College of their choice and day provision, with staff from Durants supporting the students.

Transfer out for current pupils attending Local Authority Day Provision

As is the case for those students transferring to College, young people transferring to a day provision will follow a similar arrangement. Following on from the review meeting in October / November with parents/carers and the young person's Care Co-ordinator, a Day Centre provision is identified as early as possible (with alternatives depending on demand). This allows the young person and parents time to visit. Meetings will be arranged to plan a transition programme and transition sessions set up for staff from the new provision to meet the young person at Durants, talk to staff and establish communication, as well as arranging for the young person being supported in their last term with weekly visits to the Day Service, wherever and when possible.