



The Transition Timeline

Year 4

Beginning the Journey

- Secondary school placements begin to be discussed as part of the pupils annual review meeting in Year 4. Parents and carers are encouraged to begin to look at secondary provisions for their pupils.
- Parents and carers begin to research and visit schools to help inform their preference.



Year 5

Considering Preferences

- At the KS3 transfer meeting that forms part of the annual review meeting in Year 5, parents and carers need to state a preference of secondary school placement.



Year 6

Preparing for Secondary School

- Local SEND case officers will contact parents and carers about their secondary school preferences around November time. During December the local SEN Secondary schools panels are held where placements are discussed.
- During the Year 6 annual review meeting, parents and carers will have the opportunity to discuss their potential secondary school placement. They will be advised to attend any transition visits or events provided by the preferred secondary school.
- Families should be contacted by the local authority by **March** to inform them of their allocated school.

Key Messages



Start researching schools early.



Attend open events and transition activities.



Keep in regular contact with Springwell and the local authority.

Year 6 Transition Support

How Springwell Supports Your Child



Year 4 to Year 7 Journey

Autumn Term

Parent Coffee Afternoon



- Early in the Autumn, term Springwell School invite parents and carers to a coffee afternoon about the transition process for the pupils in Year 6.
- The local authority and colleagues from Great Oaks school are invited to attend.
- During the Year 6 annual review meeting, parents and carers will have the opportunity to discuss their potential secondary school placement. They will be advised to attend any transition visits or events provided by the preferred secondary school.

Information Sharing Between Schools

Working Together



- Later in the Autumn term colleagues from Great Oaks school usually visit the Phase 5 Assistant Headteacher at Springwell, to begin the information sharing that will enhance the transition process between schools.
- Other secondary school provisions may be invited to do the same.
- Families should be contacted by the local authority by March to inform them of their allocated school.

Summer Term

Visits from Secondary Schools



- Early in the Summer term, Springwell school teachers and the Phase 5 Assistant Headteacher will arrange for colleagues from the allocated secondary schools to visit the pupils in their classes here.

Secondary School Visits

Pupil Transition Visits



- Later in the Summer term all pupils will visit their secondary school placements where possible, supported by their class teacher and support staff.
- This is usually two afternoon or morning visits. Springwell staff will organise the visits.
- Parents and carers will not need to attend.

Key Messages



Transition information for the secondary schools will usually be shared on their websites.



Questions? If you have any questions about the transition process, please contact your child's class teacher or the school office.