

Whiteshill Primary School's Special Educational Needs Transition Policy

Transitions

At Whiteshill Primary School, we recognise *that transition is a process, not an event*. It is essential that all children have a smooth and seamless journey as they move through our school community and this why we strive to support all children through periods of transition, particularly those with SEND.

Identified key periods of transition:

- Starting school
- Moving to a new class and/or class teacher (EYFS to Key Stage 1; Key Stage 1 to Lower Key Stage 2; Lower Key Stage 2 to Upper Key Stage 2)
- Joining our setting from another primary setting
- Leaving our setting to join another primary setting
- Leaving primary school to start secondary school (Key Stage 2 to Key Stage 3)

Starting school

When a child joins the reception class at Whiteshill, the class teacher(s) will meet with the child and their parents (usually by carrying out a home visit) as well as with the Early Years (EY) setting to build a picture of the child. If a child has been identified with SEND in an early years setting, the SENCO will attend any transition meetings and will liaise with the early years setting to provide a smooth transition into reception and the wider school community. The child's parents will also be offered a meeting with the SENCO to discuss their needs in more detail.

Moving to a new class and/or class teacher

During the summer term, we will begin our 'transition pathway' for children identified with SEN or vulnerable in any way to support the children and their families through this transition. The pathway includes the following:



Informal introductions

The aim of 'informal introductions' is for the parents to be introduced to their child's new teacher. These introductions will be facilitated by the current class teacher and are a way for parents to begin to build a relationship with their child's new teacher.

Pupil Passports

The SENCO will complete a 'pupil passport' with all children with SEND who are moving classes to ensure the child's voice is at the centre of everything we do at Whiteshill Primary School. A 'pupil passport' will ask the child how they succeed in their learning, what they need to be successful and what they find challenging. We will use this information to create a plan to support their transition in their new classroom and with their new teacher.

Meeting the Teacher

During the last few weeks of the summer term, there will be an opportunity for the moving children with SEND to meet with their new class teacher and TA in the classroom separate from the wider class. We do this so the children with sensory and processing needs don't feel overwhelmed and can familiarise themselves with a new classroom layout and adjust to being in a new class environment in their own way.

Transition Booklets

We will send a 'Transition Booklet' home to help parents talk about what will be the same and what will be different in September. This will be in addition to the moving cohort (including those with SEND) having time with their new class teacher and in their new classroom.

Professional discussions

At the end of each academic year, the outgoing class teacher will be given non-contact time to review the class provision map. The incoming class teacher will have allocated non-contact time with the SENCO to discuss any child who has a SEND need. In this meeting the SENCO will share their new class provision map, My Plans/My Plan+/EHCPs and any recent external agency reports and intervention timetables.

September 'check in'

In September, the SENCO will 'check in' with children who were supported on the transition pathway to evaluate what has been a success and what we need to improve on.

The Welcome Event

This will lead to October where the school holds a whole school 'Welcome Event'. Parents and carers are invited into the classroom to meet the class teacher(s) and see what the children have been learning during the first term.

Joining/leaving our setting from/to another primary setting

When a child joins Whiteshill from another primary school, we will strive to make them feel welcome and part of our school community as quickly as possible. A member of the Senior Leadership Team will meet with the child(ren) and their parents or carers and if necessary contact their previous school to build a picture of the child(ren) and their learning needs. If any confidential documents or records

need to be passed on, this will be done through secure email. This information will be stored in line with our record keeping policy and our SEND register will be updated accordingly. When a child leaves Whiteshill to join another school, the Senior Leadership Team will securely pass on any important information to the new school. Again, the SEND register will be updated accordingly and the Early Help Co-ordinator and the Local Authority will be given an up-to-date record of who is on the school SEN register and where children have transitioned to if appropriate.

Leaving primary school to start secondary school

When a child moves onto secondary school, we will facilitate and support the transition being put in place by the secondary school. This could be allowing children to attend transition sessions, meeting with their new Head of Year and providing time for the class teacher to meet with secondary school staff. For children with a learning need or SEND, we will securely pass on any important information and records to the secondary school to ensure they have all the information to carry on any further support. In cases of children with My Plan+ or EHC Plans, we invite the secondary school to the final review meeting with parents to discuss what future support may be needed, review end of Key Stage targets and finalise a transition plan. If a child is open to the Advisory Teaching Service, we will attend and facilitate their transition conference with the secondary school to ensure a smooth transition.

It should be noted that in line with the SEND Code of Practice, during any stage of transition we as 'the current setting' will agree with the child and/or the parents what information will be shared as part of the planning process.

We have strong links with our local secondary school, Archway and the children have opportunity to attend several transition events which they hold from year 4 onwards e.g. sporting events, watching the school play, attending lessons and open mornings. This is of benefit to all children whether they are transitioning to Archway or not as it gives them a taste of what secondary school life will look like.