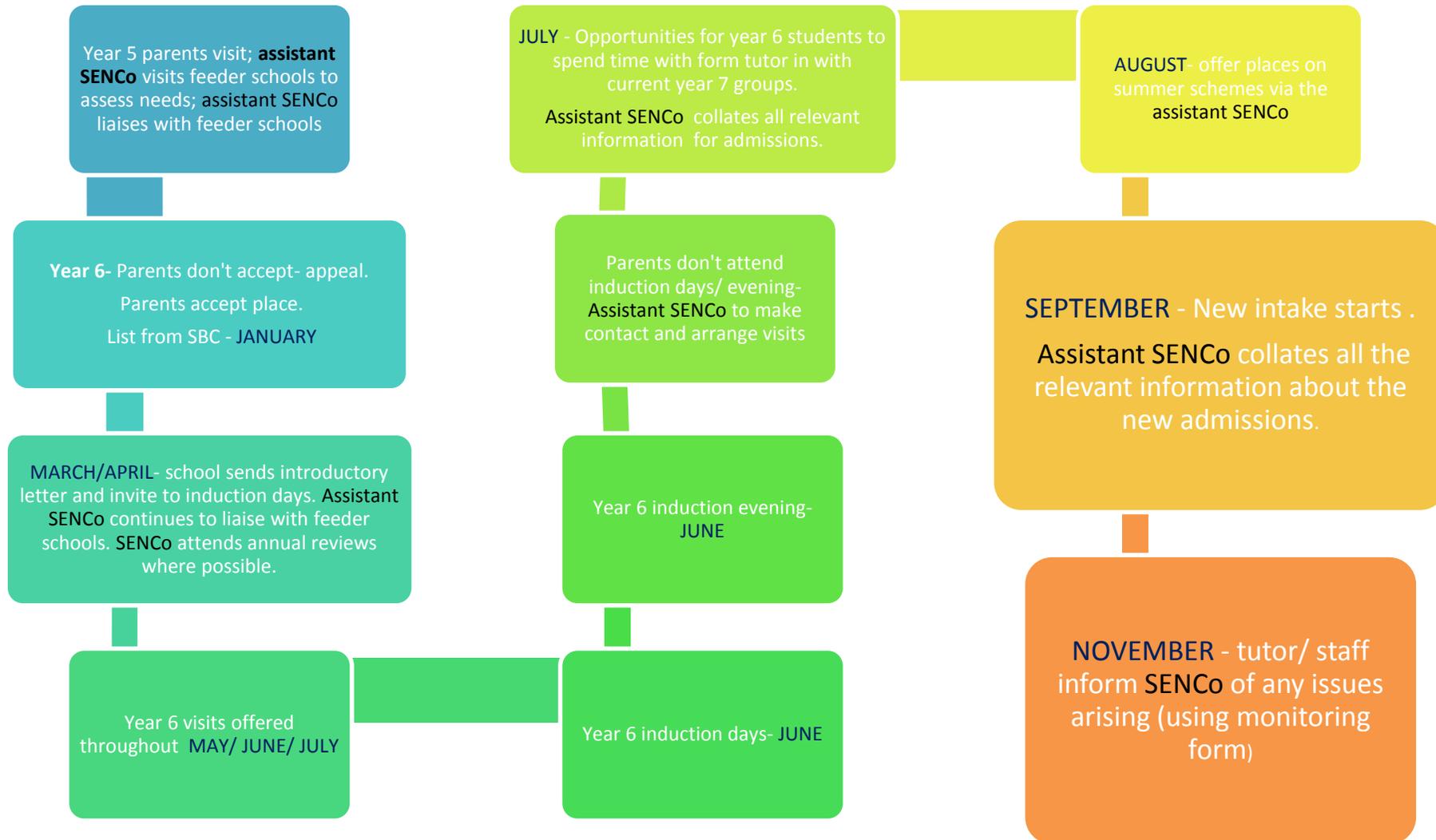


Transitions procedures and policies

At Crowdys Hill school, we follow the transitions protocol set out by Swindon Borough Council. Details can be found on their website.



Primary school transitions

In year 5, if a school or parents are considering Crowdys Hill school as a future placement for a student, they will be invited to visit our school.

The primary school will invite the SENCo of Crowdys Hill school to the student's year 6 annual review. We will endeavour to send a representative to attend.

In year 6, if the student is intending to attend Crowdys Hill school, we will make contact with the primary school and arrange an individual transition plan. This varies, and will be with the agreement of the primary school.

Most of our year 6 students visit the school for a morning in June. Prior to this date, we send a prospectus with school information and transition dates.

We are very flexible in our approach to transitions as the needs of our students are complex.

Year 6: FEBRUARY- JULY SENAT sends statements to school. **SENCo** checks. Assistant **SENCo** to compile student profile and work with Admin and year 6 tutors.

April- July Assistant **SENCo** to contact schools to introduce and invite for year 6 visits

JULY/ AUGUST Feeder schools send student info to school. Assistant **SENCo** to contact/ collect information that is missing. Assistant **SENCo** to ensure that all medical information and IHCP are available to all staff.

JULY SENCo updates student precis. Assistant **SENCo** collates relevant information to pass to tutors

SEPTEMBER Assistant **SENCo** to check: statement (to file) Medical needs (to LMo and RR) IHCP (from nurse, to medical room/ file/ tutor) Risk assessment (from JO to file/ staff) Levels (to GW/ staff) other information to file.

In Year Transitions

When a student is placed with us from year 8 to year 11, whether they start in September or later, we will try to ensure that we have met the parents and student before they are enrolled. This is to ensure that we get all the relevant information such as medical, health and emergency contact information.

We would encourage students to be involved in an individual transition plan, with the agreement of their secondary school or previous placement.



Post 16 Transitions

In year 9, during the annual review, the school, student and parents will suggest options for post 16 education placements.

The SENCo will pass this information to Swindon Borough Council for their succession planning; and to inform post 16 providers.

In Year 10, the SENCo will offer opportunities for the students to visit their named post 16 placements, through the school.

Link days and experience days are provided by some colleges. Some of our students may wish to visit out of borough placements. This can be organised by the school.

In year 11, during the annual review, parents are encouraged to visit a variety of post 16 placements and help their young person apply for a placement. Applications should be sent before the end of November, to their preferred post 16 placements. The school will continue to offer opportunities to visit post 16 placements.

We can offer parental support to complete forms, visit colleges, or contact post 16 placements. The offer of a placements and subsequent funding is the decision of the post 16 providers, and Swindon Borough Council.

