

Key Stage 2/3 Transition Timeline 2021/2022

	<u>By When</u>	<u>Activity</u>	<u>Lead</u>
<u>Autumn Term 2021</u>	From 18 October	<u>Check Pupil Data</u> Primary schools confirm with Year 6 parents that the pupil details held in SIMS are accurate	Primary Schools
	From 18 October	<u>Planning Support for Vulnerable Pupils</u> <ul style="list-style-type: none"> • Primary schools arrange Annual Reviews for all pupils with a Record of Needs and invite secondary representatives and appropriate other agencies to the meeting • Transition plan developed for these pupils (see Inclusion Service Transition Pack) • Vulnerable pupils who require additional support and/or arrangements for transition discussed with Inclusion Service at Planning and Review Meetings (PARMs) 	Primary Schools
	From 18 October	<u>Communicating with Parents - Introductory Meetings in Secondary Schools</u> <ul style="list-style-type: none"> • Secondary schools have introductory meetings/parent information events (subject to current public health guidance) • Introductory meetings/parent information events to be held at different times to enable parents to attend more than one 	Secondary Schools
	25 October	<u>Data Transfer</u> Insight Team first extract of pupils' details, addresses, email etc. from primary schools' SIMS	CYPES
	From 10 December	<u>Confirmation of Student Details</u> <ul style="list-style-type: none"> • Schools to contact Year 6 parents to check that their details are up to date, especially email • Primary schools check that pupils' details, addresses, email and UPRN's are correctly entered in SIMS • Annual Review sent to the Special Educational Needs (SEN) Team. Placements for pupils with a Record of Need are considered. • Confirmation of Year 7 places with fee paying schools - Decisions about bursaries by fee paying schools made as early as possible 	Primary Schools Primary Schools SEN Team Fee Paying Schools

	<u>When</u>	<u>Activity</u>	<u>Lead</u>
<u>Spring Term 2022</u>	17 January	<u>Confirmation of Student Details</u> CYPES (Informatics Team) final extract of pupils' details, addresses, email etc. from primary schools' SIMS	CYPES
	24 January	<u>Communicating with Parents</u> <ul style="list-style-type: none"> • CYPES issues a statement to advise Year 6 parents about the process • Primary schools share statement with parents of Year 6 pupils • Link info to school websites 	CYPES Primary Schools All schools
	28 January	<u>Communicating with Parents – Confirmation of Places</u> <ul style="list-style-type: none"> • CYPES emails (digital by default) all Year 6 parents offering a place based on catchment school • Parents can request a place in a different secondary school by completing an out of catchment online request form (deadline 5 February) 	CYPES Parents
	From 4 February	<u>Support for SEN/RoN Pupils</u> Vulnerable pupils who require additional support and/or arrangements for extended transition to be discussed between primary and receiving secondary school	All schools
	11 February	<u>Out of Catchment Requests – Deadline</u> Deadline for submission of online out of catchment requests	Parents
	18 February	<u>Out of Catchment Requests – Decisions</u> <ul style="list-style-type: none"> • CYPES reviews requests against capacity within schools and advises parents of decisions • Parents advised of appeal hearing deadline (18 March 2022) 	CYPES Parents
	21 – 25 March	<u>Appeals</u> <ul style="list-style-type: none"> • Appeal hearings held. Parents are informed of the final decision within 5 days 	Parents CYPES

	<u>When</u>	<u>Activity</u>	<u>Lead</u>
<u>Summer Term 2022</u>	19 April	<u>Communicating with Schools</u> <ul style="list-style-type: none"> Secondary schools informed of placements via spreadsheet on I drives Primary schools informed of placements via spreadsheet on I drives 	CYPES CYPES
	From 19 April	<u>Primary / Secondary Liaison</u> Secondary school staff visit primary schools to meet with staff and Year 6 pupils	Secondary Schools
	From 19 April	<u>Transfer of Information</u> Primary schools send Common Transfer Files (CTF) from SIMS to Secondary schools (once all secondary school places have been confirmed)	Primary Schools
	From 19 April	<u>Providing Support for Out of Catchment Pupils</u> <ul style="list-style-type: none"> Teachers hold structured conversations with any pupils transferring to a secondary school as the only child from their primary. Conversations to identify links with other children attending the same secondary school / feelings about transfer / any other concerns Information passed onto secondary school teacher in charge of transition 	Primary Schools Primary Schools
		<u>Planning Support for Vulnerable Children</u> Schools identify vulnerable pupils who require additional support and / or discussed at PARM meetings	Primary Schools
	24 June	<u>Transfer of Key Stage 2 Assessment Information</u> <ul style="list-style-type: none"> Final Year 6 assessment information submitted to CYPES following moderation Year 6 assessment information passed to secondary schools 	Primary Schools CYPES
	30 June & 1 July	<u>Transition Days – Island-Wide</u> <ul style="list-style-type: none"> Possible Year 6 class visits to secondary schools Possible visits to primary schools by secondary school students 	All Schools Secondary Schools
15 July	<u>Forwarding of Year 6 Pupil Information</u> All pupils' school files must be transferred by this date to receiving secondary schools	Primary Schools	

	<u>When</u>	<u>Activity</u>	<u>Lead</u>
<u>Autum Term</u>	21 October	<u>Parent Pupil Feedback – Questionnaire</u> <ul style="list-style-type: none"> To be completed to review and improve the transition process in liaison with primary schools. Questionnaire is available in the Inclusion Service Transition Pack 	Secondary Schools

** Please note, these dates are not expected to change but may move slightly if issues arise.