

# Education Department Policy

Title: Key Stage 2 to 3 Transfer Policy  
Issued: September 2009  
Last updated: September 2017  
Author: Professional Adviser

## 1. Overview

This policy is written to ensure all children are provided with a high quality experience when they transfer between Year 6 and Year 7. It also covers the transfer of documentation when children transfer between schools.

## 2. Scope

The policy applies to all Education Staff and pupils.

## 3. Responsibilities and distribution

This policy should be followed by all schools.  
The timeline will be updated yearly in September and distributed to all schools.

## 4. Policy

The following in conjunction with the Transition Timeline represents the Transfer Policy.

### **Data and Information**

Data and information should be transferred to the Secondary school by the dates identified on the timeline. Relevant data and information will be made available to all teachers to enable them to plan appropriate arrangements, support and intervention.

### **Targeting support and interventions**

Where information indicates that a pupil may experience challenges with the transfer from Primary to Secondary consideration should be given to the need to identify and implement additional support and/or arrangements to provide them with the best possible opportunities for the transfer to be successful.

### **Curriculum**

Primary and Secondary schools will liaise to ensure the most effective transition process possible. Partnership schools should provide opportunities for teachers in Primary and Secondary to be familiar with the content and teaching approaches in their respective schools and use this knowledge to develop curriculum continuity. Each year the transition process should be evaluated so that improvements for the following year can be discussed between

partner schools. Transition days should be used for enjoyable and engaging taster lessons. Testing and formal assessment should not take place on transition days.

### **Parent Partnership**

The Education Dept. publishes information on gov.je about the transfer process

- [Starting secondary school: information for parents](#)
- [Starting secondary school: information for students](#)

Parents will be invited to specific transfer events. Post transfer opportunities will be provided for parents to discuss progress, 'settling in' and to provide feedback on the transfer process. Parents with specific concerns will have ready access to staff to discuss those concerns at an early stage.

### **5. Transfer of documentation to Secondary schools**

All schools' pupil data/information should be sent to the receiving school as soon as possible and whenever possible within 5 working days of transfer.

### **6. Further information and related documents**

Additional supporting documents include:

- The timeline for transfer (see below)
- [Transfer and Transition Policy](#)
- [Admissions to non fee paying Secondary Schools Policy](#)
- [Special Educational Needs Transition and Transfer Policy](#)
- SIMS reporting guidelines

## Key Stage 2/3 Transition Timeline 2017/18

<u>When</u>	<u>Activity</u>	<u>Lead</u>
September	<u>Check Pupil Data</u> <ul style="list-style-type: none"> <li>Primary schools confirm with parents that the pupil details held in SIMS are accurate</li> </ul>	Primary School
September /October	<u>Planning support for vulnerable pupils</u> <ul style="list-style-type: none"> <li>Primary schools arrange Annual Reviews for all pupils with a Record of Need and invite secondary representatives and appropriate other agencies to the meeting</li> <li>Transition plan developed for these pupils (see IEI team's Transition Plus 1, 2 and 3 Guidelines document for KS2 to KS3)</li> <li>Recommendations from the Annual Review sent to the Head of SEN. Vulnerable pupils who require additional support and/or arrangements for transition discussed with IEI team at PARM Meetings</li> </ul>	Primary School
By Friday 29 Sept 2017	<u>Data Transfer</u> Education Dept. (Insight Team) first extract of pupils' details, addresses etc from Primary schools' SIMS.	Primary School
Oct 2017	<u>Communicating with Parents – at Non-Feeder Primaries</u> <ul style="list-style-type: none"> <li>Secondary schools provided with a list of the children living in their catchment who are not at a feeder primary school.</li> <li>Primary school U-drives uploaded with details of pupils who live outside of their secondary school catchment area.</li> <li>Secondary schools send letters to primary schools for forwarding to parents of children at non-feeder schools who live in their catchment.</li> </ul> <u>Communicating with Parents - Introductory Meetings in Secondary Schools</u> <ul style="list-style-type: none"> <li>Secondary schools have introductory meetings / open days before parents make decisions about choice of school.</li> <li>Introductory meetings / days to be held at different times to enable parents to attend more than one.</li> </ul>	Education Dept.  Secondary / Primary Schools  Secondary School
By end of Autumn Term 2017	<ul style="list-style-type: none"> <li>Primary schools check that pupils' details, addresses and <b>UPRN's</b> are correctly entered in SIMS.</li> </ul> <u>Confirmation of placements for pupils with Records of Needs</u>  <u>Confirmation of Y7 Places with Fee Paying Schools</u> Decisions about bursaries by fee paying schools made as early as possible	Primary schools  Head of SEN  Fee Paying Schools

**AUTUMN TERM**

# SPRING TERM

<u>When</u>	<u>Activity</u>	<u>Lead</u>
Early Jan 2018	<u>Confirmation of Student Details</u> Education Dept. (Insight Team) final extract of pupils' details, addresses etc from Primary schools' SIMS.	Education Dept.
Jan 2018	<u>Communicating with Parents – Press release</u>  Education Dept. issues a press release to all media to advise parents about the process	Education Dept.
Jan 2018	<u>Communicating with Parents – Offers</u> <ul style="list-style-type: none"> <li>• Education Dept. writes to all Y6 parents offering a place a place based on catchment area.</li> <li>• Parents reply to secondary school either accepting or rejecting the offer and requesting an out of catchment placement</li> <li>• Schools send out of catchment requests to the Education Dept.</li> </ul>	Education Dept.  Parents  Secondary Schools
February 2018	<u>Out of catchment requests – Decisions</u> <ul style="list-style-type: none"> <li>• Education Department reviews request against capacity within schools and advises schools of decisions</li> <li>• Schools include decisions with their letters to parents</li> </ul>	Education Dept.  Secondary Schools
February 2018	<u>Communicating with Parents – Confirmation of Places</u> <ul style="list-style-type: none"> <li>• Secondary schools write to inform parents of places allocated for their children including details of out of catchment decisions, appeals process and deadlines</li> <li>• Primary schools informed of placements via spreadsheet on U drives</li> </ul>	Secondary Schools  Education Dept.
End of March 2018	<u>Appeals</u> <ul style="list-style-type: none"> <li>• Parents have two weeks to appeal against decisions</li> <li>• Appeal Panel meets with parents of appeal hearings. Parents are informed of the <b>final</b> decision in same week.</li> </ul>	Parents  Education Dept.

# SUMMER TERM

<u>When</u>	<u>Activity</u>	<u>Lead</u>
Spring / Summer Terms 2018	<u>Primary / Secondary Liaison</u> <ul style="list-style-type: none"> <li>Secondary school staff visit primary schools to meet with staff and Year 6 pupils</li> </ul>	Secondary schools
Beginning of summer term 2018	<u>Transfer of information</u> <ul style="list-style-type: none"> <li>Primary schools send Common Transfer Files (CTF) from SIMS to Secondary schools (once all secondary school places have been confirmed)</li> </ul>	Primary schools
April / May 2018	<u>Providing Support for Out-of-Catchment Pupils</u> <ul style="list-style-type: none"> <li>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.</li> <li>Information passed onto secondary school teacher in charge of transition</li> </ul> <u>Planning Support for Vulnerable Children</u> <ul style="list-style-type: none"> <li>Vulnerable pupils who require additional support and / or PARM meetings</li> </ul>	Primary schools
By end of June 2018  By mid July 2018	<u>Transfer of Key Stage 2 Assessment Information</u> <ul style="list-style-type: none"> <li>Final Year 6 assessment information submitted to the Education Dept., following moderation</li> <li>Year 6 assessment information passed to secondary schools</li> </ul>	Primary Schools  Education Dept.
May – July 2018	<u>Providing Support for Out-of-Catchment Pupils</u> <ul style="list-style-type: none"> <li>Secondary schools invite out of catchment pupils to meet with other children in a similar position.</li> <li>Possible opportunities for these pupils to link with a primary school within their secondary catchment</li> </ul> <u>Providing Support for Vulnerable Pupils</u> <ul style="list-style-type: none"> <li>Primary and Secondary schools liaise to make arrangements for pupils who require enhanced transition visits</li> </ul>	Secondary schools  Primary schools  Primary & Secondary Schools

	5 & 6 July 2017	<u>Other Initial Contacts</u> <ul style="list-style-type: none"> <li>• Possible Year 6 class visits to secondary schools</li> <li>• Possible visits primary schools by secondary school students</li> </ul> Transition Days – Island-Wide	All schools
	End of Summer Term 2018	<u>Forwarding of Year 6 pupil information</u> <ul style="list-style-type: none"> <li>• All pupils' school files to be transferred to receiving secondary schools.</li> </ul>	Primary schools
	Summer team – Y7 (following year)	<u>Parent Pupil Questionnaire</u> <ul style="list-style-type: none"> <li>• To be completed to review and improve the transition process in liaison with Primary schools. Questionnaire is available in the IEI team's Transition Plus 1,2 and 3 Guidelines document for KS2 to 3 – <b>process and documents under review</b></li> </ul>	Secondary schools

## CHANGE HISTORY

Version	Date Issued	Issued by	Reason for Change
0.1	29.09.09	Professional Partner	First Draft for review at Schools and Colleges
0.2	5.10.09	Professional Partner	Dates for current academic year included
0.3	30.09.10	Professional Partner	Updated for 2010/11 academic year
0.4	30.09.11	Professional Partner	Updated for 2011/12 academic year
0.5	18.10.12	Professional Partner	Updated for 2012/13 academic year
0.6	09.09.13	Professional Partner	Updated for 2013/14 academic year
0.7	24.10.13	Professional Partner	Updated to include transfer of documentation and amended dates for KS2 data 2013/2014
0.8	25.09.14	Professional Partner	Updated for 2014/15 academic year
0.9	2.10.14	Professional Partner	Updated to include further amendments
1.0	16.07.15	Professional Partner	Amended dates for 2015/16
1.1	15.09.15	Professional Partner	Final amendments
2.0	25.09.17	Professional Advisor	Updates for 2017

## APPROVAL

Presented To	Approved by:	Date
Secondary Head Teachers		
Primary Head Teachers		
Police / Honorary Police		
Senior Management Team		
Education Minister		

## ADDITIONAL INFORMATION

Planned review date:	Distribution:	
Annually to update timeline		
Associated policies	Name	Reference