

## Children, Young People, Education and Skills Policy

Title: Key Stage 2 to 3 Transfer Policy  
Issued: September 2009  
Last updated: September 2018  
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 staff at the Department for Children, Young People, Education and Skills and to all 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 Department for Children, Young People, Education and Skills 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 where 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 2018/19

	<u>When</u>	<u>Activity</u>	<u>Lead</u>
<u>Autumn Term 2018</u>	September	Check Pupil Data <ul style="list-style-type: none"> <li>Primary schools confirm with parents that the pupil details held in SIMS are accurate</li> </ul>	Primary Schools
	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 Needs and invite secondary representatives and appropriate other agencies to the meeting</li> <li>Transition plan developed for these pupils (see Inclusion and Early Intervention [IEI] Service Transition Plus 1, 2 and 3 Guidelines document for KS2 to KS3)</li> <li>Recommendations from the Annual Review sent to the Head of Special Educational Needs (SEN). Vulnerable pupils who require additional support and/or arrangements for transition discussed with IEI team at Planning and Review Meetings (PARMs)</li> </ul>	Primary Schools
	By Friday 28 September 2018	<u>Data Transfer</u> CYPES (Insight Team) first extract of pupils' details, addresses etc. from Primary schools' SIMS	CYPES
	October	<u>Communicating with Parents at Non-Feeder Primary Schools</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>	CYPES  CYPES  Secondary Schools/ Primary Schools
		<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>	Secondary Schools  Secondary Schools

By end of autumn term 2018	<ul style="list-style-type: none"> <li>• Primary schools check that pupils' details, addresses and UPRN's are correctly entered in SIMS</li> <li>• Confirmation of placements for pupils with Records of Needs</li> <li>• Confirmation of Year 7 Places with Fee Paying Schools Decisions about bursaries by fee paying schools made as early as possible</li> </ul>	Primary Schools Head of SEN Fee Paying Schools
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	<u>When</u>	<u>Activity</u>	<u>Lead</u>
<u>Spring Term 2019</u>	Early January 2019	<u>Confirmation of Student Details</u> CYPES (Insight Team) final extract of pupils' details, addresses etc. from Primary Schools' SIMS	CYPES
	January 2019	<u>Communicating with Parents – Press release</u> CYPES issues a press release to all media to advise parents about the process	CYPES
	January 2019	<u>Communicating with Parents – Offers*</u> <ul style="list-style-type: none"> <li>• CYPES writes to all Year 6 parents offering 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 CYPES</li> </ul> <p><i>*We are looking at making changes to this section of the process to make things easier for you, we hope to let you know about these changes by November 2018</i></p>	CYPES Parents Secondary Schools
	February 2019	<u>Out of catchment requests – Decisions</u> <ul style="list-style-type: none"> <li>• CYPES reviews request against capacity within schools and advises schools of decisions</li> <li>• Schools include decisions with their letters to parents</li> </ul>	CYPES Secondary Schools
	February 2019	<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 CYPES
	End of March 2019	<u>Appeals</u> <ul style="list-style-type: none"> <li>• Parents have 2 weeks to appeal against decisions</li> <li>• Appeal Panel meets with parents of appeal hearings. Parents are informed of the <b><u>final</u></b> decision in same week</li> </ul>	Parents CYPES

	<u>When</u>	<u>Activity</u>	<u>Lead</u>
<u>Summer Term 2019</u>	Spring / summer terms 2019	<u>Primary / Secondary Liaison</u> Secondary school staff visit primary schools to meet with staff and Year 6 pupils	Secondary Schools
	Beginning of summer term 2019	<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 2019	<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>Schools identify vulnerable pupils who require additional support and / or discussed at PARM meetings</li> </ul>	Primary Schools  Primary Schools  Primary Schools
	By end of June 2019	<u>Transfer of Key Stage 2 Assessment Information</u> <ul style="list-style-type: none"> <li>Final Year 6 assessment information submitted to the CYPES following moderation</li> </ul>	Primary Schools CYPES
	By mid July 2019	<ul style="list-style-type: none"> <li>Year 6 assessment information passed to secondary schools</li> </ul>	
	May – July 2019	<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
	4 and 5 July 2019	<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 2019	<u>Forwarding of Year 6 pupil information</u> All pupils' school files to be transferred to receiving secondary schools	Primary Schools
	Summer term Year 7 (following year)	<u>Parent Pupil Questionnaire</u> 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	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
2.1	30.9.18	Professional Advisor	Updates for 2018

## APPROVAL

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

## ADDITIONAL INFORMATION

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