



SIR ROBERT PATTINSON ACADEMY

PRIMARY/SECONDARY TRANSITION POLICY

Date Approved in School:
Approved by Governors:
Date to be Reviewed:

May 2023
22 May 2023
May 2026

PRIMARY/SECONDARY TRANSITION POLICY

Transition

The Assistant Head Teacher/Executive SENCO/Transition Lead will visit all students at their primary school during summer terms 5 and 6, for a 'links' meeting with year 6 teachers. Parent will also be invited to join this introductory meeting at the primary school along with the students. Students have the opportunity to ask questions and are told when their transition visits will be held in the summer term 6.

In anticipation of the transition visits, the SRPA transition team sends out forms for the primary schools to complete. These forms will show an overview of key information on each child. The SENCO then uses these forms to establish what additional information is needed from particular students (LAC, SEND, TAC, PP, Medical). SRPA are then in a position to offer additional visits to those who need it. the additional visits are offered to those with SEND, complex medical needs, identified as vulnerable, and anyone else that the primary school feels would benefit.

All of the forms mentioned above are sent our direct to primary schools through the Admissions Plus platform. This is an online platform that allows parents to communicate direct with the Academy and submit any admissions information. Admissions Plus also allows the Academy to organise and filter the key information on each student.

An email address has been established to ensure parents have a direct way of contacting the academy with any transition related queries. (transition@srpa.co.uk)

The transition team also look after a year 6 into year 7 transition webpage. This site is dedicated to transition and offers parents and students the chance to meet the team, watch introductory videos from key staff and see online virtual tours of the building. The website also gives parents the chance to revisit any key information or letters which have previously been sent out to them over the course of the transition period.

The transition team at the Academy write to parents every fortnight beginning in March. These letters detail everything parents and students need to know and keep them informed of key transition plans at the Academy.

Students at the primary schools are asked to complete a blue transition form. This form allows the SRPA transition team to understand each child in more detail and supports the house sorting process.

The SENCO holds online virtual SEND Drop in meetings in the summer term. These can be booked by primary school SNECOs, parents, and other agencies in order for more in depth conversations regarding students to take place. These meetings are often held as group parent forums in which multiple parents attend from the primary school to ask any questions they may have.

Using this information, students will be placed on one of the following:

SEND additional visits - Route 3

Students with an EHCP or by recommendation from their SENCO will attend SRPA for additional afternoons during summer terms completing a programme of transition, which includes organisation, homework and getting to know one another. This will be run by our Executive SENCO/Transition Lead and the Specialised Learning Centre. This is in addition to Route 1.

Additional Visits - Route 2

This programme has been designed for students who have been highlighted by their Primary school teachers, as needing extra guidance during transition. We also invite those students who are the only child attending from their primary school. Students will attend SRPA for additional support over additional afternoons working with the Transition team. This is additional to Route 1.

Route 1

All students will attend this programme which includes an Induction Week at the Academy when students meet their Personal Tutor, peers in their form and see their form room. Students participate in a number of activities which encourage them to get to know one another and learn their way around the Academy.

All parents and students are invited to a Y6 parents evening in July to meet Ready to Learn (R2L) Tutors and other key staff.

Curriculum work is sent to the primary schools and students in summer term 6. This work is aimed at engaging the students over the summer and asks them to complete the work to return in September. Examples of this work include handing out reading books and asking them to review a book they have read.