



Policy Document

Transition Policy

Date Policy Reviewed:

April 2018

Date Passed to Governors:

May 2018

Date of Next Review:

September 2019

The aim of the transition programme is to improve the continuity and progression for all Longfield Academy pupils as they make the transition from Primary to Secondary School.

Context

We believe that we have long established links with all our primary feeder schools. We have in recent years focussed attention on developing a smooth social and academic transition with an aim of removing any pre-existing or anticipated barriers to learning whilst developing a curriculum that builds upon progress made at Key Stage 2.

Responsibilities

The **Board of Directors** should ensure that Head of School has planned for an effective Transition Programme to be implemented.

The **Head of School** will ensure there is an effective Transition Programme.

The **Leadership team** will liaise with Wyvern Academy and Haughton Academy to aim for clarity to shared feeder schools.

The **Year 7 Leader 7** with responsibility for transition under the guidance of the Senior Leadership Team will:

- Coordinate and manage transition activities
- Coordinate cross curricular ventures
- Gather, analyse and distribute student data
- Develop in cooperation with Key Personnel in Key stage 2 and 3 effective transition plans for nominated individuals and groups.
- Liaise with parents, carers, other professionals over matters of transition both individual and group as appropriate

The **SENCO** will arrange and manage the co-ordination of transition activities specific to the needs of those students on the SEN register and those who are perceived to be vulnerable at transition

The **School Data Manager** in conjunction with the LA will arrange for the electronic transfer of pupil data from primary to secondary during the summer term of Year 6.

Procedure

Central to the transition procedures of Longfield Academy is the communication of

Information about Longfield Academy. Its core offer and its support to students in the transition process. (See Appendix)

Transition Days

In June of Year 6, two Transition Days are organised for pupils to experience “life” at Longfield Academy. Transport is organised and during the two days pupils follow a planned series of lessons and meet with their Form Tutors and other pupils in their Tutor groups. Year 9 Peer Mentors are linked to each tutor group to support throughout the days.

The Transition Days are followed by an informal Open Evening whereby parents are encouraged to accompany their children for a tour of the site, view pupils work, meet with key staff and purchase uniform.

Primary Liaison Visits

Vital to the induction and transition process is the sharing of information about individuals and groups. The Year 7 Leader will organise a number of visits throughout the academic year to all the primary feeder schools with a view to constructing pen portraits of each new student that can be shared with all Longfield Academy teaching staff and also to ensure that correct provision is made for the individual during transition and on entry to Secondary School.

During the INSET day at the start of September this information is shared with the whole of Longfield staff verbally and staff referred to Pen Portraits which are stored on the schools ICT system.

Prior Attainment Data

Pupils at Longfield are set according to academic ability on entry to the school. We use all performance indicators available to decide upon the set of each child including Teacher Assessment. In addition, on entry in September reading and spelling ages are gathered.

Setting arrangements are reviewed at the end of the first half term in Year 7 and then subsequently at the end of each term as the pupils progress throughout Key Stage 3.

Pupils with Special Educational Needs are identified and relevant support is allocated.

Review and Evaluation

It is essential that strategies for transition are reviewed and evaluated. This occurs on an annual basis in the form of a student survey issued to all Year 7 about their experience of transition to Longfield Academy.

Appendix

Transition timetable

Autumn – Winter Term

- Interschool sporting events
- Online transition information available (Current)
- Open evening for prospective pupils and their parents (September)

- Letter to primary school from current Year 7 pupils about their first term (October/November)
- Contact made with SEN / ASD pupils to organise case specific transition (throughout Year 6)
- Peer Mentors chosen and trained (September)

Spring – Summer Term

- Initial contact made to parents and pupils who have allocated place (March)
- Transition Video (May-July)
- Further contact made through Year 6 teachers informing parents of new contacts (March / April)
- Getting to know you visit by Year 7 (April – June)
- Drop in Sessions to Primary Schools (May-July)
- Outreach Q&A session with Year 6 pupils to include peer mentors (April – June)
- Social information gathered on students (April – June)
- Academic information gathered on students (April – June)
- Transition newsletter (X2) (April & May)
- Subject Department transition lessons delivered (April – June)
- SEN / ASD visits organised and social / academic information gathered (throughout Year 6)
- LA transition days (June)
- Parents open evening at Hurworth (June)

September Year 7

- Formal survey issued to Year 7 students (September)