

# 2024

## Transition Policy



Headteacher:

Mrs K Thompson

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## **Contents**

- 1. Introduction**
- 2. Year Group Transfer**
- 3. Transfer between Nursery and Foundation Phase**
- 4. Transfer between Foundation Phase and Key Stage 2**
- 5. Transfer between Key Stage 2 and Key Stage 3**
- 6. Cross-School Transfer**

## **1. Introduction**

Cross-phase transfer is defined as liaison between members of staff at specific intervals in a child's school life. This liaison can be between members of the teaching staff but liaison meetings could include Nursery staff, Outreach Support Teachers, staff from the Pupil Referral Unit Service and other bodies that have an interest in a particular child or children.

Cross-phase transfer liaison happens when a child moves on to the next year group, from Infants to Juniors and then on to Secondary school in Key Stage 3.

Cross-school transfer liaison is defined as that between schools (and possibly staff) when a child moves from, or to, White Rose Primary School during, or at the end of, the school year. (This does not include transfer to Secondary school.)

## **2. Year Group Transfer**

Class teachers from one year group might well liaise informally with teachers in the following year group on occasion during the school year, concerning the whole year group, one class, or a particular child or children.

Formal liaison between year-group class teachers is organised towards the end of the school year, when reports have been written and individual assessments are up to date. The meetings are held at a mutually convenient time in the summer term. At the meeting, details of individual pupils' progress and needs are conveyed in the form of oral comments and written information. The following documents are transferred:

- copy of each child's last Annual Report and Individual Pupil Tracking information through the Assessment, Recording and Reporting file.
- Evidence of pupils work through pupils' current books where appropriate.
- Class Inclusion file which is discussed in detail.
- One Page Profiles and IDPs

Other written information to be transferred might include comments from the ALNCo, Outreach Support Teachers, etc.

It should not be necessary to define the actual work covered by the children in a year-group class. However, class teachers will generalise about which areas of work could need particular attention in the following year.

Pupils have the opportunity to meet their new teacher prior to the end of the summer term in preparation for September.

New children starting in the school in are invited to visit the school before officially starting at the school.

## **3. Transfer between Nursery and Infants**

At White Rose Primary school we recognise that starting school is a period of time that is filled with a range of emotions for both children and parents and carers. Many

children see the challenge of starting school as a positive step whilst others may feel apprehensive. At White Rose Primary we see transition as a process and not an event and understand that a child's confidence will be enhanced when time is given to support transition with sensitive planning and preparation. We ensure that the child and the family are supported to feel comfortable through communication and collaboration. We recognise the importance of providing opportunities for children and parents to familiarise themselves with the school environment so they can start building relationships with key members of staff.

In the summer term, Reception teachers and the Phase Leaders attend a meeting with Nursery staff to share information about the children, their needs and any friendship groups. The Reception teachers meet the children in the nursery environment. The school's deputy headteacher also meets with staff at the nursery to consider ALN and EAL pupils' needs in more depth, so that provision can be put in place for September.

All new parents are invited to the Primary School before the summer holidays to a meeting with the Reception teacher and the deputy headteacher, where an understanding of children's readiness routines are shared. They have the opportunity to visit their child's new classroom and meet the teachers. In September, Reception parents attend an induction meeting with Reception teachers. The new pupils start school on a part time basis the day after their parents' induction meeting. All pupils attend full time after the second week of term. Parents are provided with clear information about the settling in period- half days to full days. In order to ensure smooth and effective transition for children from White Rose Nursery to our Reception classes at White Rose Primary we collaborate with the Nursery so we recreate some of the routines and environment to secure continuity of experience.

#### **4. Transfer between Infants and Juniors**

We work hard to enable smooth and effective transfer of children between Infants and Juniors by ensuring there is an awareness and understanding of both the Infants approach and the Juniors curriculum among staff in both phases.

Cross phase communication is strong at White Rose and there is a continued understanding of the alignment between the phases and effective monitoring of pupils progress. In the summer term, there are a range of opportunities for all children in year 2 to become familiar with year 3 teachers, their new setting and the playground zones.

#### **5. Transfer between Year 6 and Year 7**

The member of staff responsible for Primary/Secondary liaison in the Secondary schools, to which White Rose Primary School feeds children, should visit the school in the autumn term to distribute school brochures and other information to Year 6 children.

Throughout the year pupils in Year 6 have the opportunity to participate in cluster events at across different schools within the cluster, including the secondary school.

In the summer term, staff from the secondary schools, at which Year 6 children have been given places, visit White Rose Primary School to talk to the children and staff of Year 6. Likewise, in the summer term, the children from Year 6 will visit the secondary schools. Year 5 are also offered the opportunity to visit the secondary school during the summer term.

The ALNCo and Year 6 class teacher ensures all ALN information is passed onto the secondary school. Any children with a Statement of Educational Needs is highlighted and meetings between school and staff are arranged appropriately.

The following documents are transferred from White Rose Primary School to each child's Secondary school:

- Statutory Transfer Form from Year 6 to 7, including the Unique Pupil Number
- details of test results, including teacher assessment and individual scores
- Records of Achievement
- Records of Assessment
- Details of Statements of Additional Needs
- Details of Child Protection issues, if appropriate. These records will be sent directly to the designated Child Protection Officer at the receiving school and a signature is required.
- Spreadsheet with performance data and friendship groups

## **6. Cross-School Transfer**

When a child transfers from White Rose Primary School to another school, the parents are asked to provide the address of the child's new school. The parents should, in turn, give the new school full details of White Rose Primary School's address and telephone number, so that their child's records can be transferred quickly and efficiently.

As soon as the child's class teacher knows that the child is leaving, the child's records will be brought up to date. If appropriate, the records will be given to the Headteacher to sign. All the documents should be given to the school Administrator, who will send it on to the child's next school. Class teachers can send a sample of the child's exercise books to the next school or give them to the child to keep.

The following documentation will be forwarded to the receiving school.

- Statutory Transfer Form, including the Unique Pupil Number, attendance record and the child's progress against the attainment targets for the current Key Stage.
- Examples of pupils' current work, including work books.
- Details of Baseline Assessment, FP test results, including teacher assessment and individual scores, if appropriate.

- The child's last school report
- Records of Achievement.
- Details of Additional Needs, if appropriate.
- Details of Child Protection issues, if appropriate. These records will be sent directly to the designated Child Protection Officer at the receiving school and a signature will be required.

White Rose Primary School will send the statutory transfer form and other data, electronically, when appropriate.