

## Transition Policy

**Person Responsible:** Anne Clinton

**Date of Policy Review:** May 2023

**Next review due:** May 2025

### **Introduction**

Starting school and leaving to a different placement are both challenging points of transition for young people with severe learning difficulties. It is essential to support Students and their Parents/Carers at times of change. Anxiousness can be prevented and overcome by planned preparation and effective communication.

Transition processes are supported both by the senior leadership team and by our two family support workers who ensure parents have the information they need when their child starts school or moves to a different placement.

The majority of Oaklands pupils are assessed to join the school through Hounslow's placement panels for reception, year6 and year11 transfers. Where there is capacity some pupils may join Oaklands at any age, for instance if their family has moved to the area.

This policy describes the planned transition support offered to most pupils.

### **Aims**

- To support students and their parents/carers at times of transition both into and in leaving Oaklands School
- To maintain good liaison with previous nurseries and schools and with local and specialist F.E. Colleges, and other providers of post 19 education or care in order to ensure continuity and progression of education and pastoral provision..

### **Equal Opportunities**

We recognise that our pupils have diverse needs and the support they need to make transitions will be different. We will aim to provide appropriate transitional opportunities for all pupils, in line with family wishes and our ability to do so.

**Transitional arrangements generally made for pupils joining Oaklands School at planned transition through Hounslow panels**

### Pre placement

- For children of nursery age a stay and play event is organised during the summer term

- For young people approaching year 6 transition We hold a year 5 coffee morning at our secondary site for parents whose children are at Oaklands primary school and parents whose children are in other primary schools.
- In preparation for panels we invite parents of children who will be considered to bring their child for an assessment visit during the term before each panel takes place.

#### Once pupil's placements at Oaklands have been confirmed

- Our teachers and teaching assistants visit feeder schools to observe pupils. Staff discuss behavioural needs and risk assessments to inform preparation of Oaklands documents.
- Parents of year 6 students are invited to attend an information morning led by the Head of school as an opportunity to gather information and ask questions.
- The parents of new pupils will be invited to Oaklands School to fill in all pre admission documentation including personal care plans and medical care plans. They will have an opportunity to meet their child's class teacher.
- Pupil files are usually received from their previous school during the last week of term.
- All students joining Oaklands School will receive a transition book showing them the building and the students and staff who will be in their class in September, the books are provided after the transition day takes place to help students remember the school over the summer break.
- Oaklands holds "Transition day" the week before the end of term when pupils move to their new class groups for September and spend the day with the staff and pupils with whom they will be working the following academic year.

#### In year admissions

- Where we receive an application for a pupil for an in-year admission parents are invited to the first available prospective parents event, and asked to bring their child for assessment on that event.
- If the young person is currently attending a local school we are able to liaise with that school for continuity information.
- Where a new pupil is not currently in school it is usually the case that a start date is set as soon as possible and individual preparation arrangements are made.

#### If a longer transition period is needed;

- Most young people joining Oaklands make a smooth transition having been provided with the support described above.
- It should be noted that for September admissions the class group a child is joining does not exist until each September so if young people need to make several visits before they start to attend Oaklands this will happen in September rather than in the preceding summer term.

#### **Transition Arrangements Generally made for pupils leaving Oaklands**

*Most pupils leave Oaklands at the end of year 14. If pupils leave at other times, then individual arrangements will be made tailored to the situation*

- Destinations for school leavers are discussed annually as part of a preparation for adulthood process, and especially at year 13 annual reviews.
- Families are encouraged to make visits to a variety of suitable destination Colleges or care placements. Support is provided by sixth form staff, the family support worker and by the connexions service.
- During the sixth form phase some 6<sup>th</sup> form students attend Link Courses if moving to a local sector college is appropriate for them.
- Social workers and the connexions officer are invited to annual reviews from year 9 onwards.
- Parents are provided with information about relevant open events at colleges and other providers
- Year 14 annual reviews are held at the beginning of the Autumn Term to ensure that the next placement has been firmly identified and parents have taken the actions needed to apply for college places.
- If students are transferring to placements other than the local colleges they may need a programme of transitional visits. These can be arranged on an individual basis.