



# Griffin Primary School

## Transition Policy



1	Summary	Transition Policy		
2	Responsible person	Louise Pitts		
3	Accountable SLT member	Louise Pitts		
4	Applies to	<input checked="" type="checkbox"/> All staff <input type="checkbox"/> Support staff <input type="checkbox"/> Teaching staff		
5	Who has overseen development of this policy	Louise Pitts Senior Leadership Team		
6	Who has been consulted and recommended policy for approval	LGB		
7	Approved by and date	LGB 25.10.24		
8	Version number	1.0		
9	Available on	Every <input type="checkbox"/> Y <input checked="" type="checkbox"/> N	Trust website <input type="checkbox"/> Y <input checked="" type="checkbox"/> N Academy website <input checked="" type="checkbox"/> Y <input type="checkbox"/> N SharePoint <input checked="" type="checkbox"/> Y <input type="checkbox"/> N	
10	Related documents (if applicable)			
11	Disseminated to	<input checked="" type="checkbox"/> Trustees/governors <input checked="" type="checkbox"/> All staff <input type="checkbox"/> Support staff <input type="checkbox"/> Teaching staff		
12	Date of implementation (when shared)	Autumn Term 2024		
13	Consulted with recognised trade unions	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N		



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## 1. Introduction

At Griffin Primary School, we recognise that transition is a process and not an event. This policy has been devised to ensure that pupils transfer seamlessly through each phase of their education; thus contributing to a positive learning experience for every child. Care and attention is given to the transition of individual pupils as they transfer to, through and beyond Griffin Primary School.

## 2. Definition

In this policy, the term 'transition' is used to describe the movement that takes place from one familiar setting (including the home) to another.

## 3. Aims of this policy

At Griffin Primary School we will:

- Encourage all parents/carers to be partners in their child's education.
- Assist parents/carers in helping their child prepare for school and for the transition to each new year group.
- Make a happy and seamless transition from home and/or pre-school to school and from year group to year group.
- Support all children towards independence and develop their confidence and ability to cope with change.
- Give pupils a clear understanding of the new expectations ahead of them.
- Ensure that any relevant information from outside agencies is acknowledged and acted upon, particularly in regard to children with Special Educational Needs or English as an Additional Language.

## 4. Transition points

At Griffin Primary School, pupils will experience many different transitions:

- Moving from home or a PVI to Nursery
- Moving from Nursery to Reception
- Moving from Reception to Year 1
- Moving from year group to year group
- Moving from Year 6 into Year 7 at secondary school.
- Moving to Griffin Primary School as an in-year transfer
- Leaving Griffin Primary School as an in-year transfer

Each of these transitions is a unique phase which has its own challenges and expectations.



## **5. Transition from home to Nursery (FS1) – September, January and April intake**

Parents/carers complete an admissions form if they want their child to start at Griffin Primary School's Nursery.

The procedure below will be followed prior to pupils starting in Nursery:

- A member of the Nursery teaching team, and the EYFS Phase Leader, arranges home visits to meet the children and their families. During the visit the children and parents/carers have the opportunity to meet some of the practitioners in the setting and begin to build relationships with them. Parents/carers fill out all consent/applications forms during the visit, they have the opportunity to inform practitioners about any SEND, EAL, allergies, social care involvement and anything else they need the school to know.
- During the visit, parents/carers are provided with the option of choosing whether they would prefer morning or afternoon sessions (for pupils eligible only for 15 hours).
- A booklet is given to parents/carers with information in and photographs of the staff and setting for them to look at.
- Several stay and play sessions are arranged so the children have the opportunity to visit the Nursery setting with their parents/carers to familiarise themselves with the new environment.
- Once sessions have been allocated, parents/carers are written to in order to confirm a start date and which sessions the child will be attending.
- Children are allocated a Key Worker when they start at Nursery and parents/carers are notified who it is.
- Some children may be eligible for 30 hour places. Parents/carers who meet the criteria are directed to visit the government website to apply for a 30 hour code. Once they receive a code, parents/carers must pass this onto the main office and the Senior Admin Assistant contacts the Local Authority with it. Parents/carers are notified if their child has been allocated a 30 hour place. Parents/carers are notified that it is their responsibility to re-apply every 3 months to ensure their child can continue to access the additional funding.

## **6. Transition from Nursery, PVI's or home to Reception**

Parents/carers of children who are due to start in Reception and have applied for a place at Griffin Primary School will receive confirmation in April directly from the Local Authority.

The procedures below will be followed prior to pupils starting Reception.

**This is for pupils who did not attend the Griffin Primary School Nursery:**

- Once the school has received confirmation from the Local Authority of who has been allocated a place at Griffin Primary School, the EYFS Phase Leader arranges for all parents/carers and pupils to visit the school for a walk round and to meet some of the staff in the setting. Parents/carers fill out all consent/applications forms during the visit, they have the opportunity to inform



practitioners about any SEND, EAL, allergies, social care involvement and anything else they need the school to know.

- A booklet is given to parents/carers with information in and photographs of the staff and setting for them to look at during the summer holidays.
- The EYFS Phase Leader arranges a meeting for all parents/carers to attend where information is shared about Reception and which class their child will be in. Both class teachers attend this meeting so they can introduce themselves to the parents.
- During the school's transition week, pupils are invited to attend a couple of sessions in Reception with their new teachers, so that the pupils can familiarise themselves with their new environment.
- For pupils with additional needs, the EYFS Lead will arrange to visit the pupil either at home or, if they have attended another setting e.g. PVI nursery, there to see them and speak to parents/carers and professionals.

### **This is for pupils who did attend the Griffin Primary School Nursery:**

- Once the school has received confirmation from the Local Authority of who has been allocated a place at Griffin Primary School, the EYFS Phase Leader will spend time in Nursery getting to know the pupils and their parents/carers.
- The EYFS Phase Leader arranges a meeting for all parents/carers to attend where information is shared about Reception and which class their child will be in. Both class teachers attend this meeting so they can introduce themselves to the parents.
- A booklet is given to parents/carers with information in and photographs of the staff and setting for them to look at during the summer holidays.
- During the school's transition week, pupils spend sessions each day in Reception with their new teachers, so that the pupils can familiarise themselves with their new environment.
- Transition meetings are held between the EYFS Phase Leader and the Nursery teachers. All relevant information is shared including: SEN information, SALT interventions, behaviour plans, medical plans, assessments, parent and pupil information and safeguarding.

## **7. Transition from classes from Reception to Year 6**

To ensure a smooth transition from one year group to the next, pupils move up their new class for the week before the summer holiday at the end of the Summer Term. This early transition is made to ensure that pupils do not suffer any anxiety over the summer holidays about the expectations of their new class and teacher. It also gives the pupils the opportunity to familiarise themselves with their new working environment, teacher expectations, peers, routines, timetables, entry and exit doors and cloakrooms.

Prior to transition week, identified pupils take part in early transition sessions which may involve spending a short period of time with their new class teacher, in their new classroom or in their new area. Some pupils are provided with a booklet which includes photographs of their new classroom, staff, entry door and cloakroom which they can refer to over the summer holidays.



Transition meetings are held between the pupil's current teacher and their new teacher. All relevant information is shared including: SEN information, SALT interventions, behaviour plans, medical plans, assessments, parent and pupil information and safeguarding.

Letters are sent out in advance of transition week to parents/carers to inform them of who their child's new teacher will be; and the plans for transition week.

## **8. Transition to Secondary Education and Year 7**

Pupils transfer to secondary education at the end of Year 6. Most pupils from Griffin Primary School transfer to either The Marvell College or Archbishop Sentamu Academy.

Information from the secondary schools will be sent to all parents/carers during Year 5 and the start of Year 6 to help parents/carers choose which school/s they would prefer for their child. Open evenings are also held regularly for parents/carers and pupils from Year 5 and 6 to attend.

Expression of preference forms must be completed and returned to the Local Authority by the 31<sup>st</sup> October each year. The allocated secondary schools are then shared with parents/carers on 1<sup>st</sup> March each year. Where a child has not been allocated their preferred secondary school, parents/carers may appeal this through the Local Authority although there is no guarantee that an appeal will be successful.

During the Summer Term, the pupils are invited to attend a week's transition at their chosen secondary school. As agreed by the Learning Partnership, this is usually the penultimate week of the Summer Term.

Following allocation of secondary schools, staff in Year 6 complete vulnerable pupil forms. These are for pupils with SEND and those who may find transition a difficult experience. These are sent to the receiving secondary schools by the end of the Spring Term.

Groups of vulnerable children are given additional support through early transition. This group of pupils spend additional time at their new school during the Summer Term, in addition to the main transition days.

During the Summer Term, members of staff from the allocated secondary schools arrange opportunities to speak to Year 6 staff, visit the school to meet pupils or communicate via phone/email to share information ahead of the transition.

## **9. Transition to Griffin Primary School through an in-year transfer**

When an in-year transfer request is received via the Local Authority, the admin staff contact the parents/carers and invite them into school with their child/children to look around the school, meet their new class teacher and to complete the admissions paperwork. A start date will be agreed at this point.



A member of the Safeguarding team will make contact with the previous setting or school to gather information about the family and pupils in advance of them starting e.g. about safeguarding, attendance, SEND, the family and to gather prior assessment information. Checklists for new starters are completed and uploaded to CPOMS.

Once the pupil starts at Griffin Primary School, CPOMS records will be requested to be transferred. If the previous setting does not use CPOMS, the safeguarding records will be requested.

### **10. Pupils leaving Griffin Primary School through an in-year transfer**

When a pupil leaves Griffin Primary School through an in-year transfer, all records and relevant information is shared promptly with the new school or setting.

This policy will be reviewed as and when required.