

Primary to Secondary Transition Time Line

This checklist for transition provides BEST PRACTICE guidance for children and young people with social communication difficulties and/or Autism.

This will ensure consistency of approach which will lead to success for young people at this important milestone.

Year 5 Spring

Primary school SENDCO to inform parents/carers it is time to gather information about secondary schools to help them to make an informed choice when naming a school in the EHCP phase transfer meetings.	
Local Authority SEND team to inform parents of the transition process for pupils with an EHCP.	
Encourage all Year 5 parents/carers to visit schools, look at school websites and virtual tours.	

Year 5 Summer

Year 5 EHCP transition meetings to be held – Summer 1.	
Parents/ carers supported by school/other agencies to arrange secondary school visits – throughout the term and beyond to be able to name a school at the EHCP transition meeting.	

Year 6 Autumn

Admissions window starts from the middle of September up to October half term, information on council website or leaflets (school staff to support). This is for all pupils without an EHCP.	
Parents/carers to visit open evenings for secondary mainstream and special schools (primary school should receive the information for secondary invites and they are also available on their school website).	
Phase transfer meetings to be held for all pupils with EHCP – by 31 October.	
Additional visit and liaison with secondary mainstreams/special schools to take place throughout the term.	
Opportunities to develop self- organisation for pupils.	

Continued

Year 6 Spring

March – school places confirmed via LA admissions (not for EHCP pupils as they come at various times of the year).	
Secondary school to start the process of making contact with parents/carers and feeder schools around transition and other important information.	
LA and schools (Transition and SENDCOs) to upload key information onto the transition portal and complete the At Risk Register.	
April – attend information sharing event for primary, secondary and special schools. Agree contact information for the person to receive SEND information and safeguarding files.	
May – Extended transition sessions to start for some secondary schools, including personalised school visit for pupils and parents.	
Further informal pertinent information sharing as required by SENDCOs and Transition Leads using relationships and contacts from the transition information day in April.	

Year 6 Summer

Secondary schools to deliver Social Communication and Autism Team Parent/Carer Transition PowerPoint to appropriate parents/ carers.	
Secondary schools to visit primary schools to discuss transition with groups and individual pupils. Best practice would be to make sure schools share information with parents for important contacts – email/telephone calls.	
July – Common Transfer Week.	
Pupil files passed to new school – electronic and/or paper copy. The primary schools must ensure that all safeguarding files are also passed to DSL electronic and/or paper – Summer 2.	
Secondary school has provided relevant information (for example, timetables, school map, key members of staff, school rules).	
Where possible, the Secondary staff have visited the student in the Primary school.	

Secondary school staff have training in Autism and know how it impacts the learner.	
A Secondary mentor member of staff is identified for the pupil.	
The pupil has opportunities to practise routes around the Secondary school.	
The pupil has opportunities to meet peer mentors from the Secondary school.	
Staff develop a one-page profile along with the pupil.	
Secondary staff provide strategies for the student to use at the Secondary school (such as what can I do if...?, finding a safe space).	

Year 7 Autumn

September catch up session with Primary and Secondary SENDCO/Transition Leads/Key Worker.	
Ongoing informal information sharing as required.	

Please note:

Pupils on EHCP may not have been allocated a school place in line with other pupils.

Schools need to factor this in when thinking about transition for these pupils and adjust the time line accordingly.

These pupils will require a bespoke transition package.