**Transition Supplement Guidance**

The Working Group have agreed a common transfer form for schools to use to share pupil information, (academic, safeguarding, and social) between Primary and Secondary.  This form was both welcomed and refined by Primary Forum and Secondary Forum.

Secondary schools should fill in the pupil data for the children you are expecting to attend in your schools in September and send to primary schools who will return accordingly.

Most importantly, Primary colleagues have agreed that they will indicate the SATs outcomes that pupils were on track to achieve in the May 2020 tests for Reading, Writing, Maths, Science and SPAG given their work before schools closed down as follows:

* Working below Key Stage 2: PKG
* Working towards the standard: WTS
* Working at the Expected standard: EXS
* Working at greater depth: GDS

**Three key points to stress:**

1. The nature of this information means you need to use the usual secure channels for sending files to each other.
2. We hope you will use this template only as a starting point to support much fuller professional conversations in person. Given such strange times these seem more important than ever for our children.
3. This template should reinforce the importance of separate transfer of both SEND and Safeguarding information discretely.

**BCC SEND transfer forms** can be located at <https://accesstoeducation.birmingham.gov.uk/senco-zone-home/>



*The two templates for you to use provide an overview of SEND information for transfer at key transition points. This isn't mandatory but would be good practice to ensure the receiving school has information they need about your SEND pupils. The forms are designed to be sent to the new school/college as an overview document and would normally be in addition to the child's file.*

*One is a school to school transfer document for Y2-3, Y6-7 or for pupils moving to a new school.*

*One is for pupils transferring from secondary schools to post 16 placements.*

*There is a guidance document for the forms.*

Just to note within the spreadsheet please input headline/basic information in free text boxes (red bold) indicating who to contact where further professional conversation is required. There are drop down boxes to complete and free text boxes where you are required to fill in information relevant to the question asked.