



Transition Policy

Reviewed May 2017

AIM

Transition for our pupils, at all stages of their educational journey, requires effective planning and co-ordinated delivery to ensure it is a positive experience. It is the aim of our transition process to ensure sustained educational progress and stability of emotional wellbeing.

Transition of pupils **INTO** Cedar Lodge, **OUT** of Cedar Lodge and **BETWEEN** classes and Key Stages is dependent on professional regard for information received and transferred between settings and the knowledge and support of parents as partners in the process.

IN

TRANSITION INTO CEDAR LODGE

INITIAL REFERRALS

Any parent considering Cedar Lodge as a potential school for their child is offered the opportunity to visit the school, initially without their child, to ascertain if the provision available will meet their child's needs. Parents receive a copy of the school prospectus and are directed to the school website for further information and access to the virtual tour of the school. This visit will enable them to make an informed decision regarding a request to EA for a referral for placement. If their request is successful a second visit is arranged with the child accompanying the parents.

INDUCTION OF NEW PUPILS

There are two key times when larger numbers of pupils enter the school

1. Primary Phase - September intake for Year1/2
2. Post Primary Phase - September intake for Year 8

At these times pupils entering the school attend for an Induction afternoon in June, accompanied by their parents. This induction allows pupils to familiarise themselves with the school environment and staff and to experience some of the activities available within the classrooms.

Pupils entering the school at other times receive a phased introduction to the school, which may include:-

- A series of half day visits to their identified class during activities or subjects they particularly enjoy
- A period of morning only attendance increased to full day attendance over a specified timeframe
- A period of individual withdrawal support in Skyline Wellbeing Centre (KS3)

All parents are requested to use the school website information and virtual tour to positively re-enforce the induction experience. All new parents are asked to register with SeeSaw and sign up to the school app to share in their child's learning experience and celebrate achievements within the school community.

OUT

TRANSITION OUT OF CEDAR LODGE

At any stage in their education at Cedar Lodge pupils may, for a variety of reasons, transfer to other settings. This is normally as an agreed outcome of the Annual Review process, after which a planned programme of transition can be drawn up and implemented. Annual Reviews are usually held in the second term of each school year to allow a one term period of preparation for transfer to the new setting in September of the following school year. Transfer to other settings can occur throughout the year as the result of an Emergency Review and a programme of transition agreed between Cedar Lodge, parents and the new school.

A Transition to New School Programme includes:-

- A visit by the pupil to their new school accompanied by a parent
- A visit by the pupil to their new school accompanied by Cedar Lodge VP or Key Stage Leader
- Individual support sessions including Transition journal / virtual tour/counselling
- A series of visits to the new class with the support of a Cedar Lodge Classroom Assistant
- A liaison meeting between the SENCOs of both schools
- After enrolment in the new school a follow up visit by Cedar Lodge VP or Key Stage Leader.

POST 16

Transition at Post 16 is a milestone in our pupils' individual journeys, which for many sees them leaving the security of a small Post Primary Phase to enter for the first time or return to mainstream provision.

In Year 11 and in Year 12 they will have availed of the opportunity to attend FE Colleges for one day per week to experience a range of vocational based courses.

Post 16 Transition Programme includes:-

- A support Programme drawn up between – KS4 Leader, EA Transitions Service, DE Careers Service and Cedar Foundation
- Course Providers' Parent Workshops
- Course Providers' Pupil Events
- Pupil and Parent visits to potential settings
- Course Sampling Days
- Pupil Transition Passport

In the third term all Year 12 pupils engage in group sessions with the School Counsellor to address concerns they may have about examinations, personal and parental

expectations and leaving school. Individual sessions are available to those pupils demonstrating additional anxiety or difficulty.

A special Leavers Assembly is held in school on the Year 12s last day and a celebratory “Brunch” is prepared in their honour with all staff from Year 12 in attendance.

All pupils leaving Cedar Lodge at the end of Year 12 and their parents are invited to return to Cedar Lodge on Examination Results Day to share in the celebration of success in their achievements and to our November Prize Day to receive copies of their examination Certificates and catch up with staff and friends.

BETWEEN

TRANSITION BETWEEN CLASSES AND KEY STAGES

Managed by the Key Stage Leader

Transfer of documentation IEP/Risk Assessments/Behaviour Plans/

- August -Teachers meet to transfer documentation, discuss progress and identify any concerns
- August/September – Teachers meet with Allied Health professional to ascertain level of support and classroom carryover
- September – Assessment overview analysis
- September /October -Parent Teacher Consultations to draw up new IEP
- February -Mid Term IEP Evaluation
- February /March – Annual Reviews
- April /May – Assessment Overview Analysis
- June- Pupil preparation transition visits to new teacher/classroom (if known)
- June- Annual Reports distributed to parents

At all Transition times the key to success is the transfer of information between partners and communication with pupils to alleviate anxiety, stress or disconnect.