

## Transitions Quick Reference Guide 2024

This short reference guide has been prepared to facilitate transitions for children and young people during the summer term. More detailed information is provided at: weblink to follow.

### Key Dates:

20<sup>th</sup> May – Early Years Transition Event

2<sup>nd</sup> July - School Transition day

10<sup>th</sup> July – Year 5 transition Roadshow

Over the Summer Term Admissions are making their second and third round allocations.

1<sup>st</sup> day of Autumn term 2024 transfer CTF via School 2 School (S2S) system to onward destination.

Within 5 days of start of Autumn Term Safeguarding and Child Protection information to be shared with destination school.

Receiving schools to follow up if above information is not received.

### Early Years

**Summer Term** – Please contact all families of children who have been allocated a reception place at your school to find out if they are currently attending another early years setting. Ask the families to share information about the child which will support their transition to school.

Contact early years settings, carry out visits and access the Early Years Transition Tool Kit to support transition planning.

### Primary Schools

**Summer Term** - Please follow up with any families of children who do not have Year 7 places you will notice this on Transition day etc. Use transition days etc to share information with feeder schools and support vulnerable children to effectively make the transition to Secondary education.

Conduct induction sessions for new intake.

**End of term onwards** please engage with any families where children do not have a secondary place. Send through CMEs to [pupiltracking@slough.gov.uk](mailto:pupiltracking@slough.gov.uk) between end of Summer term and 1<sup>st</sup> week back in September.

Follow up in September with admissions/parents for any Reception children who do not arrive.

### Secondary Schools

**Summer Term** – Make connections with primary schools of children who are joining you.

**Autumn Term** – Follow up with previous school any pupil who does not arrive (except Year 7).

Inform admissions about any Year 7 who does not attend (ensure you have tried to contact parents to find out there the child is first).

## **DO NOT transfer the pupil file before a pupil leaves**

If a child protection file has been initiated for a child who then moves schools, the entire contents of the file should be sent to the receiving school or college.

If a child becomes EHE school retains file.

Transferring a child's child protection file should be delayed until the pupil has been formally accepted by a new school. There may be a breach of information if you transfer a pupil's child protection file to another school and the pupil does not attend that school. The file may also get lost if the pupil does not attend that school.

The transfer of the data to a school where the student has not yet been officially accepted would be risky, since GDPR requires a legitimate reason for releasing personal data.

Children who move and parents do not provide a forwarding address and new school details, or where you cannot confirm with the new school that the child has started, you should follow Slough Borough Council's Missing Pupil Procedures with the Attendance Team. Please contact [attendance@slough.gov.uk](mailto:attendance@slough.gov.uk) as soon as possible.