



TRANSITION POLICY

Chair of Governors: Paula Halsall

Date: -September 2025

Review date: September 2028

Rationale

This policy sets out our protocols and procedures for planning and coordinating the transition arrangements for pupils into and out of Ysgol Bryn Derw Special School.

The arrangements outlined within this transition policy aim to ensure a smooth transition based upon the individual needs of each pupil and will be co-ordinated by a Key Transition Worker (KTW).

Vision

Pupils transitioning into and out of Ysgol Bryn Derw School will have well-planned, well-co-ordinated and individualised transition support based upon their individual needs.

Aims

- Pupils will be at the centre of the transition planning process; this ensures our commitment as a Rights Respecting School (RRS) and our commitment to the United Nations Convention on the Rights of the Child (UNCRC).
- Pupils and their parents/carers will be fully involved wherever possible.
- Transition is not just a series of assessments and reviews. It is a continuous process which is assisted by clear and agreed decisions at significant points.
- All agencies involved will contribute to the development of the pupil's transition plan as set out in the legislation and national guidance.
- Effective partnership working is essential so that each pupil has a well-planned and well-co-ordinated transition.
- A KTW will be allocated to each pupil transitioning into Ysgol Bryn Derw to ensure the effective co-ordination of all the required arrangements.

Our transition process will promote:

- Independence
- Integrated planning
- A holistic approach
- Choice and ownership

Our transition co-ordinator is: Laura Foley (Deputy Headteacher)

Transition arrangements: Foundation Phase and Primary Phase

Placement

Pupils are placed at Ysgol Bryn Derw by the local authority's Specialist Placement Panel. Currently Richard Drew (Headteacher) works closely with the local authority and discusses the following:

- Diagnosis and needs of the pupil
- Wider pupil need
- Current placement
- Transition requirements

Information from the panel is fed back by Richard Drew to Laura Foley and where necessary to SLT meetings. These will form the basis of any transition plan. Laura Foley will oversee transitions into the school, working closely with the site lead and class teacher.

The KTW will be responsible for the following:

- Ensuring parents/carers have visited the school.
- Meet with parents/carers and the child (if appropriate) to discuss transition needs.
- Complete PCP documents with parents/carers.
- If the pupil is transferring from another school the KTW will arrange to visit, discuss and observe the pupil. Wherever possible the new class teacher will also attend any visits.
- Liaise with the class team and external agencies involved to create any resources which may be needed to support the pupil during transition.
- Attend any annual reviews, meeting and gaining pupils' views where applicable.
- Liaise with any other agencies involved, a meeting may be required to share information or ensure medical information, agency plans are shared.
- Arrange visits for the pupil to Ysgol Bryn Derw, the number of visits will be dependent on needs of the pupil.

If the pupil has extenuating circumstances an enhanced transition plan may be required. This information will be discussed at panel and fed back to SLT via Richard Drew or the SEN Team.

Where pupils are placed throughout the school year or late in the school year a KTW will still be allocated and the transition protocol will be followed as closely as possible (time allowing).

All parents/carers of pupils due to start school at the beginning of the academic year will be invited to the new parent coffee morning in July.

Transition arrangements for year 7 +

Transition arrangements remain the same as above and a KTW will be allocated. As well as the duties above the KTW will attend the Year 6 or Year 11 Annual Review (with the class teacher if possible). In addition to this a visit to the pupil's current school will be arranged by the new class teacher wherever possible.

Transition arrangements: for leavers (post 19)

In most cases the class teacher will be the KTW for pupils leaving the school; this will be overseen by the Deputy Headteacher, Warren Perry.

The KTW will ensure the following:

- Annual reviews form the basis for identifying transition needs and outcome actions for identifying placement.
- Referral to adult social services where appropriate.
- Liaison with other social services and other agencies regarding transition arrangements/visits.
- Wherever possible the school will support pupils on transition visits to other sites.
- Liaise with Home Support and families to ensure smooth transition arrangements.

Staffing of transition visits

Wherever possible any new pupil will spend time in class with their new class teacher. Where this is not possible, they will spend time in a class as similar as possible to the class they will be placed in. Where it is not possible to place a pupil into class for transition visits, they will be given the opportunity to access other facilities in the school during visits. Visits will be staffed in the following ways:

- Where additional support is already in place for the pupil they will be requested to accompany initial transition visits. (e.g. current supporting staff)

- Further transition visits without staff from the current school should be held to allow pupil and staff to see how the pupil responds to our environment without familiar staff. It should be possible to accommodate a pupil into a class with the staffing already in place, or with an additional person to secure appropriate ratios.
- In extenuating circumstances where transition requirements are prolonged or above what the school can accommodate within its current staffing, the local authority will be approached to support transition staffing.

Policy review

This policy will be reviewed within 3 years of approval.