

Transition Protocol

The following protocol provides a guideline for the purpose of transition in year 7 into the 14<19 phase of Newfield, in year 12 if pupils are joining Newfield from another school at that point in their school career, and then in year 14 for leaving Newfield for adult provision at 19, and the type of preparation activities that may be likely to take place to prepare young people for these transitions.

Purpose

- To prepare young people and their families at the age of 14 for transition from the 2<13 into the 14<19 phase at Newfield.
- To prepare young people and their families from other schools who, at the age of 16, transition into the 16<19 phase at Newfield.
- To begin to prepare young people and their families from the age of 14 onwards for transition from Newfield.
- To ensure that young people are able to access appropriate social and educational provision on leaving school.

Transition into the 14<19 Phase

Towards the end of year 9 a child will have the opportunity to spend some sessions within the 14<19 phase with support from the staff from the child's current class from the 2<13 phase. The aim of this is to provide a gentle transition into the phase, in order for the child to be introduced to the new staff who will be supporting them.

Parents of children at the end of year 9 will be invited into school to meet the 14<19 staff and students and discuss the exciting new activities on offer in the phase.

Children and their families who become part of Newfield from alternative schools at the end of KS4, as well as Newfield pupils moving from 14<16 to the 16<19 phase of school, will also take part similar transition activities as detailed above.

Early Transition Preparation

- Once a child reaches the age of 14, the transition process begins. Transition arrangements will feature in the child's Education, Health and Care Plan (EHCP) and a Transition Plan will be created with a child and their class staff and parents, beginning at the child's year 9 annual review meeting.

- At the year 9 review, other professionals become involved with a child – a representative from the New Directions Service will attend.
- Transition planning is discussed, reviewed and developed over the next 6 years, until the young person leaves Newfield.
- Each year in the summer term Newfield holds a Careers event, which young people and their families can attend to talk to a wide variety of representatives from post school providers and learn what is on offer within the borough at 19.

Curriculum Preparation

- Through the Key Stage 4 and Post 16 curriculum, students complete modules of work and receive accreditations through ASDAN at KS4 through 'Transition Challenge' and at KS5 through ASDAN units in 'Personal Progress' and EdExcel functional key skills qualifications .
- Decisions regarding examinations/accreditation are based upon a child's individual needs or capabilities.
- The curriculum includes practical daily living and leisure activities which introduce young people to community facilities – shops, sports centres etc - and hopes to provide them with the skills & knowledge to have a satisfying social life outside of, & once they have left school.
- In addition to the core offer, all students - during the course of 11<16 - will embark on link placements at Witton Park High School. All students during the course of the 16<19 age range of the phase will take part in college placements, which will become tailored towards their intended destination post 19.
- Newfield has many links with post school providers - Myerscough College, Blackburn College, Stanley Grange, Stable Trading Co., Futures Farm etc. Young people have opportunities to attend some of these provisions, beginning in year 12. Students are encouraged initially to try out a variety of these options. As they become older they refine their choices, and by year 14, young people may be attending their intended destination for some of the time.

'Students make good progress in the sixth form because they spend an increasing amount of time preparing specifically for their chosen destination'

Ofsted, November 2012

- Some students work on an individual basis with class staff to complete travel training - learning to travel independently both on foot and using public transport.
- Where appropriate, work experience placements are also available, organised by school.
- On leaving the school students receive their Progress Profile and a portfolio of work as part of a presentation package which details their achievements.

Additional agency involvement in transition preparation

Newfield works hard to liaise with many other agencies in order to ensure that all young people leaving school have a smooth transition, and that they and their families feel prepared for the future. There is an extensive preparation for students prior to leaving school, and below are some of the agencies with whom we liaise.

- **New Directions Service** – The New Directions service is involved with students throughout the 14<19 phase in accordance with the partnership agreement which is negotiated twice a year. The personal advisors from New Directions may interview young people with their family before the Annual Reviews which they also attend.
- **Adult Social Care** – If a child has a social worker, then the children's social worker will liaise with adult social care in order to ensure a smooth transition to an adult social worker at 18. An adult social worker will attend the annual review before a child reaches the age of 18 to explain the process to the young person and their family. The adult social worker will also inform families how to request an assessment for adult social care if the child does not have a children's social worker but the family feel that they may require assistance in adult life. Adult social workers can also assist families who are looking for social care, rather than educational, provision for their young person at 19.
- **Health Transition Nurse** – The school nurse liaises with the transition nurse to draw up a transition health plan which ensures that any health needs are correctly documented and passed on to adult provision. The transition nurse will also meet with families, either at a medical appointment in school, at an annual review meeting or at the family home.
- **Colleges and Social Care providers** – Representatives from colleges and other post school providers will attend annual reviews to discuss with young people and their families what they have to offer. This usually takes place in years 13 and 14, but if requested, school is able to arrange for advisers to attend at earlier review meetings. Families are also given information about open days and are advised to visit a range of facilities in order to help them make their final decisions.

Final Transition Preparation

There is extensive preparation in year 14 for young people prior to leaving school. During that final year, the school, with some help from the other agencies involved with a young person, works alongside the young person and their family, to make final decisions and complete the application process to post school provision. School holds 'Person Centred Planning' meetings to bring together all of the people who are important to the young people's transition in order to ensure that everyone is fully prepared. Transitional issues are paramount and most young people begin a transitional course with a post school provider whilst still at school, in order to ensure that they

and the providers are confident that the transition and new placement will be successful.

Students move on to a variety of destinations including local colleges, residential colleges, supported employment, and placements using individual budgets.

'Students are well prepared for the next stage of their education or training. Effective arrangements are in place which enable students to exercise as much choice as possible about what happens to them when they leave school'
Ofsted, November 2012

Equality Duty

Newfield School complies with the general and specific duties of the Equality Act (2010). In accordance with the duty we publish information that demonstrates that we have due regard to the need to;

- Eliminate unlawful discrimination
- Advance equality of opportunity
- Foster good relations

These specific duties have been considered in relation to all our policies and procedures in school. Our objectives will be reported on and published as part of the Governance public documents available for inspection under the Freedom of Information Regulations and Data Protection duties and in the school newsletter to parents.

Safeguarding

Newfield School is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority

Full copies of Policies and Procedures related to all aspects of Safeguarding, and the Complaints Policy, are available on request from Rik Robinson, Head Teacher and Designated Senior Person for Safeguarding and Child Protection.

If you need any further information about the transition process, please contact your child's class teacher or Jenny Riley, Deputy Head Teacher.