



## Transition from year 6 to year 7

### Common Transfer Document timeline and guide

#### 1. Introduction.

Primary and secondary schools across East Sussex have agreed to take part in a year 6-7 transitions project, with the aim of improving the sharing of information between primary and secondary schools about individual pupils and to highlight those pupils where a more in-depth discussion between key staff in primary and secondary schools (SENCO, form tutor etc) may be helpful.

To support schools, share information, we have created pro-forma excel spreadsheet (the Common Transfer Document). We have consulted widely with schools about the content of this spreadsheet. We have only included information on the excel spreadsheet that schools already have a duty to share with secondary schools i.e., pupil's name, information about attainment, attendance, no of suspensions, whether they have been previously excluded from school and information to support the transition of pupils who may struggle (i.e. information about behaviour etc). As primary schools populate the spread sheet with relevant information i.e., safeguarding information, information relating to suspensions, behaviour or SEND for example, this will highlight to secondary schools the importance of setting up a meeting with relevant primary school staff (SENCO, DSL etc). The aim is that the spreadsheet facilitates further conversations between primary and secondary schools where these would be helpful, as well as providing core information for secondary schools to be able to plan for the needs of pupils who will be joining their school.

This document has been produced to support primary schools complete the Common Transfer Document. More detailed guidance notes, including examples, can be found in the guidance notes tab/ section of the Common Transfer Document. Please refer to the guidance notes on the Common Transfer Document for full information.

**We have reviewed a process of sharing information between primary and secondary schools, and there has been consensus for schools to use the following approach:**

- 1. Secondary schools, that will be receiving pupils from a primary school, send the form to relevant primary schools.**
- 2. Primary schools fill in the form, using information that they already collect and that is included with the CTF. There may be information that schools can populate and share with secondary schools via the CTF process, that they do not currently use (i.e., Information regarding whether pupils would benefit from additional transitional support). Primary schools are encouraged to fill this in, so as to enable them to fill in the relevant section of the transitions common transfer document.**
- 3. Primary schools send this information to relevant secondary schools, using encrypted emails and password protection.**
- 4. Secondary schools ensure that all data is saved securely, to meet Data Protection requirements.**
- 5. It is the expectation that the sharing of this information, is a starting point for a conversation between primary and secondary schools for those pupils who have additional needs.**

**We have set out below further information and detailed guidelines in respect of the common transfer document.**



## 2. Timeline for Key dates:

We have set out a suggested timeline below. Individual schools may want to review this, so that it meets the needs of your schools.

### No later than Friday 1 April 2022 :

- Secondary schools **send common transfer document out to relevant feeder primary schools** (Prepopulate pupils name and UPN and add secondary school name and contact to sheet 2 of the excel form).
- Secondary schools outside of Hastings, agree deadline with feeder primary schools in respect of returning the form.
- **Secondary schools send the ESBAS pupil information sharing form** along with the common transfer document to support further detail that may be needed for individual pupils.
- **Secondary schools can choose to complete their part of the Information sharing agreement form** and then send this to primary schools with a request that each feeder primary school complete this and return with the completed common transfer form.
- **Secondary schools to suggest in the email the week or weeks which they are available to meet up** with primary school colleagues. Please ensure you include whether this will be either virtually or in person.
- We suggest weeks offered for the conversations take place are between June 6- 10, June 13- 17, June 20- 24 or 27 June - 1 July.
- **Secondary schools include the return email address they would like primary schools to send the form back to**
- Hastings secondary schools **remind primary's that the deadline to return the form is Wednesday 25 May 2022**. For other schools, this will be linked to your final dates for return of forms.

### Between Friday 1 April and by no later than Wednesday 25 May 2022:

- Primary schools to fill out the common transfer document and the ESBAS pupil information sharing form for individual pupils, where there are concerns around difficult and/or dangerous behaviour. Primary schools to also complete the information sharing agreement form if the secondary school has sent you this with your common transfer form to complete. Primary schools should then return these documents via password protected and encrypted email to each of the secondary schools who have sent them the common transfer document by 25 May 2022. Primary schools to use the email address that was specified by the secondary school for returning the document.
- Primary schools to complete as much detail as possible across the common transfer form – this may require more than one staff member to populate the form e.g., DSL, SENCO, class teacher.
- We suggest that secondary schools send a quick email reminder to primary schools who haven't completed and returned their forms by Wednesday 18<sup>th</sup> May.

### Between Wednesday 25 May to Friday 3 June 2022:

- Secondary schools to review transition document information- this may include having joint staff meetings to discuss concerns for pupils across your new cohort which have been highlighted by the common transfer form and will need further discussion with the primary school.



## Between Monday 6 June to Friday 1 July 2022:

- Primary and secondary school staff liaise re individual pupils either by phone, virtually or in person depending on secondary school's preference.

## Week beginning 4 July 2022:

- Transition days/ taster days take place. (Hastings Secondary schools dates will all be Wednesday 6 and Thursday 7 July).

## Week beginning Monday 11 July through to Wednesday 20 July:

- Secondary schools follow up with primary's any further information share that may be apparent after transition/ taster days have taken place.

## Quick Guidance Notes for common transfer form

- Tab 2(pupil information) of the excel common transfer document sheet – Add Secondary School Name, the key point of contact and contact information in relation to this document
- Add Primary School Name to Tab 1 (Primary school contact details)
- Populate Columns A, B, C, – UPN, Pupil Surname Pupil First Name (Column D - then automatically populates).

### Step 2 - For completion by Primary School

- Tab 1 (Primary school contact details) of the excel common transfer sheet - Populate information for key members of staff, points of contact and contact information

### Step 3 - For completion by Primary School

- Populate pastoral information in columns E – P, please refer to the more detailed guidance notes (Tab 3) in the Common Transfer Document for further information and examples.
  - FSM
  - Pupil Premium
  - GRT
  - LAC
  - EAL
  - Multi-agency information
  - Safeguarding
  - Young carer
  - Attendance
  - Suspensions



#### Step 4 - For completion by Primary School

Populate (class) pupil information in columns Q to AB

- SEND
- SEND Information
- Transition support required – SEND
- Transition support required – Behaviour
- Socialising- linked to transition support for behaviour
- Academic information for reading, writing, maths
- Reading and spelling age
- Behaviour concerns that will need discussion linked to supporting transition
- Additional interests- for All pupils
- Medical information

Return completed Common Transfer Document to the named school contact using the information provided via secure email.

- *Primary schools to delete their copy of the common transfer spreadsheet once the transition arrangements are confirmed and any meetings with the secondary school about pupils have taken place. This should be no later than the end of term 1 of the new academic school year 2022/ 2023*

#### Step 5 - For completion by Secondary School

- Populate here AC-AJ that a follow-up conversation or meetings are required.
  - AC-AE SAT scores once received
  - AF-AJ additional conversation with primary school required and with who
- Review information on Common Transfer Document and arrange additional meetings/conversations with primary school contacts using the contact information provided.
- *Once meetings have been held with your feeder primary schools, secondary schools will update your own management information system accordingly. The common transfer spreadsheet should not be updated with after this point. The common transfer document should be deleted no later than the end of term 2 of the new academic school year.*

## Additional Guidance Notes:



**We have included as part of this pack, a pro-forma DPIA that primary schools can use – to highlight that they have reviewed data sharing issues thorough and that they have carried out a Data Protection Impact Assessment in respect of this project. Primary schools, who have not carried out their own Data Protection Impact Assessment, may want to review the pro-forma document and amend this as necessary (names of secondary schools etc) Primary schools will also want to consider how they are sending this sensitive information. We have set out, as part of the pro-forma DPIA, that this is sent via encrypted email and using password protection. Schools will want to consider their own Data protection guidelines and follow these**

1. Parents have a right to see any information you share (with the possible exception of limited safeguarding information) so please bear this in mind when completing this form, to ensure that you are only using information that you already have a duty to share with schools. Both Primary and secondary schools should ensure that they have clear privacy notices in place in respect of the sharing of information.
2. Pupil data and information **MUST** only be shared once the offer of the secondary school place has been **CONFIRMED** as accepted by the parent.
3. Primary schools are responsible for ensuring the correct form is completed and submitted to the correct secondary school. To minimise the risk of data and information being sent to the wrong destination please save all forms with the secondary school's name you are sending the data to in the file name. Any event of data or information being sent in error to the wrong school should be treated as a data breach. Internal procedures should be implemented, and appropriate guidelines must be followed.
4. All forms should be completed as fully as possible and returned to the secondary school by **Wednesday 25<sup>th</sup> May 2022** to Lead contact at **(add school name and contact)**.

