

18<sup>th</sup> April 2024

## **TRANSITION INFORMATION TO BE SHARED WITH SECONDARY SCHOOLS**

Dear Parents/Carers,

In order to support all our children effectively with transition, Southampton City Council, a working group and our school have agreed transition guidance to promote the consistent and timely sharing of information that is deemed necessary to enable Primary and Secondary schools to effectively plan for the successful transition of Year 6 children to their next phases of education.

The areas of information that are planned to be transferred on or after May 22<sup>nd</sup> are:

### **Educational information**

- Assessment information for reading, writing and maths in lieu of any statutory assessment information.
- Curriculum area gaps for reading, writing and maths.
- Interventions and strategies in place to support children.
- Behaviour for learning strategies and indicators
- Attendance\* and engagement.
- Exclusions.
- Whether the child is likely to require additional support pre-transition.

### **Medical, SEND or safeguarding information**

- Indication there is health information that the school needs to share e.g., allergy or emergency care information
- SEND information to support the effective transition and knowledge of support required
- An indicator if a safeguarding discussion is required to support the child and ensure the next setting has appropriate knowledge and awareness

### **Pupil interests, social or emotional aspects**

- Areas\subjects of interest to the child
- Information that may support a child's social or emotional aspects of their development or reduce anxiety for transition
- Key information for EAL, pupil premium or vulnerability definition

**For the highlighted areas, we will need your consent (by filling in the attached slip) in order for us to be able to share this information (if it's relevant to your child). We strongly urge you to provide this as it will enable as smooth a transition as possible**

**for your child. By law, we will not be able to provide this information to your child's next school unless you give us this consent.**

The SENCO from the next setting will also attend a meeting with current Year 6 teachers, where possible, about any children and young people with an EHCP in addition to any further information shared about pupils with SEND who do not have an EHCP.

**Please note:** If you object to the sharing of this information you have the right to raise this with the school at:

[info@tannersbrookpri.org.uk](mailto:info@tannersbrookpri.org.uk)

**All information will be shared on or after 22<sup>nd</sup> May 2024.**

**The deadline for responding to school regarding consent and any objections is 18<sup>th</sup> May before the end of the school day.**

**Please note:** we are seeking consent only for the highlighted areas. Not all these aspects will be relevant to all children. For all other aspects included, the school is satisfied that the sharing of this information is necessary and proportionate to support the effective transition of pupils in Year 6-7 in 2023 and there is a lawful basis to share it. We will transfer the information we are required to in order to carry out a statutory duty even in the absence of consent.

We look forward to continuing to support your child to make an effective transition into their Secondary education in 2023 and receiving your feedback for the additional information by the **end of school on May 17<sup>th</sup>**.

If you do have any queries, please contact Laura Phillips via [info@tannersbrookpri.org.uk](mailto:info@tannersbrookpri.org.uk) as soon as you can to allow time for discussion if needed.

Yours sincerely,

Laura Phillips  
UKS2 Phase Leader

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### **TRANSITION INFORMATION TO BE SHARED WITH SECONDARY SCHOOLS**

Child's name: \_\_\_\_\_ Class: \_\_\_\_\_

Dear Mrs Phillips,

I have read and understood the information which will be shared with my child's secondary school.

I give consent for the highlighted areas to be shared if deemed necessary for my child.

Signed \_\_\_\_\_ Date \_\_\_\_\_