

21st May 2026

Dear Parents/Carers,

To help our pupils move smoothly to secondary school, we along with Southampton City Council and a group representing all schools have agreed on a renewed transition process. This process will ensure that important information is shared on time and consistently across all schools. This will help Primary and Secondary schools plan for the successful transition of Year 6 children to their next stage of education.

We will decide on a case-by-case basis whether to share each child's information. We will only share information where it is deemed relevant, necessary and appropriate.

The information we plan to share includes:

- Assessment information for reading, writing, and maths.
- An attitude to learning gauge.
- Any additional needs that should be discussed between schools, like SEND needs or EAL.
- Attendance records.
- Whether any safeguarding information needs to be shared with Designated Safeguarding Leads.
- Whether additional transition activities might benefit the pupil.
- Key strategies that currently support the pupil.
- Information that may help with a child's social or emotional development or reduce anxiety about the transition.
- Key information for EAL, pupil premium, or vulnerability definition.

**Schools must follow statutory guidance unless they have a good reason not to, as set out in the SEND Code of Practice, Keeping Children Safe in Education, Supporting Pupils in School with Medical Conditions, Common Transfer File, and Education Law*

There may be more specific and individualised transition processes for individual children as necessary e.g. those with an EHCP with specific needs for transition.

If you have any questions about this process, or the rationale behind the process or you object to information being shared, please do get in contact.

We believe that sharing this agreed transition data is necessary and appropriate. It will help schools plan for and support the educational and pastoral needs of pupils before, during, and after the transition from Primary to Secondary school.

Kind regards,

L. Phillips
(UKS2 Phase Leader)