



Bracken Hill School

Transition Policy

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1. Introduction Bracken Hill School is committed to ensuring that all new pupils experience a smooth transition into the school environment. Our transition policy is designed to support pupils at all levels—Primary, Secondary, and Post-16—recognising the individual needs of each student.

All pupils admitted to Bracken Hill School have an Education, Health, and Care Plan (EHCP). Admissions are managed through the ICDS team at Nottinghamshire County Council, and all placement requests must be directed to the SEN team.

This policy aligns with government guidelines and statutory frameworks, including:

- The Children and Families Act 2014
- The SEND Code of Practice: 0 to 25 years (2015)
- The Equality Act 2010
- The Education Act 1996
- Working Together to Safeguard Children (2018)
- Keeping Children Safe in Education (2023)

2. Pre-Entry Procedures Before a pupil starts at Bracken Hill School, the following steps will be undertaken to ensure a well-supported transition:

- A tour of the school will be arranged for the pupil and their parents/carers.
- The school will make contact with the pupil's parents and current placement to discuss the transition process.
- A senior member of staff will visit the pupil's current placement and home to gather assessment information and meet with relevant staff and family members.
- A personalised transition programme will be established, in collaboration with parents, current placement staff, and Bracken Hill School.
- A transition booklet will be provided, outlining the teachers and supporting staff, key rooms around the school that the pupil will frequently access, and their timetable.
- A meet-the-teacher session will be arranged, allowing parents to meet their child's teacher in the classroom before the child starts school, fostering a relationship of trust between the school and family.

3. Transition Programme Each pupil's transition will be tailored to their specific needs. The key elements of the transition programme include:

- Individualised support based on the child's needs.
 - Flexible transition timelines, as some pupils may require a longer transition period than others.
 - Close collaboration between parents, current placement staff, and Bracken Hill School to ensure a smooth transition.
 - Initial visits to Bracken Hill School supported by staff from the pupil's current placement.
 - Gradual increase in the duration and frequency of visits to the school as the transition progresses.
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4. Support Within the First Seven Weeks Within the first seven weeks of entry, the following assessments and support mechanisms will be in place:

- An initial assessment of the pupil's abilities will be conducted.
 - Interim targets for the year ahead will be established, aligned with the pupil's EHCP.
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5. Support Within the First Term To ensure that pupils settle in successfully, the school will provide continued support through:

- Regular communication with parents, including a telephone call or meeting to discuss the pupil's transition progress.
 - Ongoing observations and feedback to adjust support strategies as needed.
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6. Roles and Responsibilities

- **Head Teacher:** Oversees the entire transition process, ensuring policies and procedures align with statutory guidelines. Provides strategic leadership and liaises with local authorities and external agencies.
 - **Office Staff:** Manage administrative tasks related to new admissions, including maintaining records, scheduling school visits, and coordinating communication between parents, current placements, and school staff.
 - **Teachers:** Implement transition programmes, support new pupils in adjusting to their new environment, and ensure that learning plans align with EHCP targets. Maintain open communication with parents and carers to monitor pupil progress.
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7. Review and Monitoring

- Transition plans will be reviewed regularly to ensure they remain effective and responsive to the pupil's needs.
- Parents and staff will be encouraged to provide feedback on the transition process to enhance future practice.

This policy ensures that every new pupil is given the best possible start at Bracken Hill School, fostering a welcoming and supportive environment for their educational journey.