



PATRON
HM THE QUEEN



TRANSITION POLICY

Responsibility: Sarah Pagano

Reviewed: 13th April 2018
Next Review due: 13th April 2019

Reviewed by: Louisa Allision-Bergin

File location: H:\Oxford\Staff\Policies\Curriculum\Curriculum_subject_policies

This policy is available:

- On request from enquiries@lvs-oxford.org.uk

Policy Aims

This policy aims to clearly set out the school's commitment to a student's effective transition to the school, from their previous educational setting (or non-educational setting) and the role of all stakeholders to ensure the smooth and efficient transition to the school. This policy also sets out the processes involved in the transition of a student into the school.

The school recognises that each student who gains a place at LVS Oxford will have a different starting point, previous educational history, differing transition needs and levels of support.

Part one: - Transition Process

Once notification has been received from the student's local authority that placement has been agreed, the following processes will be undertaken;

1. A Parent pack is sent home.
2. Transport is arranged and confirmed.
3. A start date is decided.
4. A transition plan is put in place. This is very personalised depending on the student's individual needs. This will include tutor group and timetable.
5. An initial risk assessment and personal support plan will be written.
6. All medical needs will be reviewed by the school nurse and a care plan put in place if required.
7. All therapeutic provision will be put in place by the SALT and OT.
8. Transition documentation is gained from previous school (including Child protection file if relevant)
9. All students have an initial assessment period of 6 weeks. Following this, a 6-week review meeting will be held with parents, the parent liaison officer, a member of SMT and the Local Authority to confirm the placement details and levels of support.

Part Two: - Roles

Parent Liaison officer

The parent liaison officer will organise the transition plan with parents and inform all pastoral and teaching staff, over the six-week period.



Admin team

Will send out the parent pack and coordination the collate all paperwork. They will also contact the previous educational setting and gain the student file / child protection file, update the student details on PASS/3SYS and book the 6-week review meeting.

Local authority

Will organise, in conjunction with parents, the transport arrangements.

Deputy Head

Will assign the student to a tutor group and organise the student's curriculum and timetable.

Part Three: - 6-week Review Meeting

The purpose of this is to review the initial 6-week assessment period to confirm the details and level of support required for the placement at LVS Oxford.

The school holds the right to extend the initial period for a further 6 weeks (or more) if this is required, due to concerns in relation to the student in the initial 6-week period. Once a second 6-week transition period is completed a further transition meeting will be required.

The school holds the right to request further provision for the student e.g. 1-2-1 / SALT / OT / Integrated Child and Adolescent Psychotherapist support, if this is felt it is required to ensure the placement is a success for the student and further support their needs.

The school hold the right to terminate the placement under the terms detailed in the National Contract.

The local authority is requested to be present at this 6 week review meeting.

The meeting is also an opportunity to reflect on the successes of the transition or organise a further plan if the student needs more time to settle into the school routine and demands. If this is required, the management of this plan will pass to the Assistant Head teacher for attendance and behaviour.

Please read this policy in conjunction with

- **Admissions Policy**
- **Equality and Diversity Policy**