

# ASTON ON TRENT PRIMARY SCHOOL

## PUPIL INDUCTION INTO SECONDARY SCHOOL

**Reviewed without Amendment by Governors Teaching & Learning Committee on 4<sup>th</sup> February 2019**

**This policy has been impact assessed in the light of all other school policies, including the Disability Equality Scheme.**

**Minute No:** \_\_\_\_\_

**Signed:** \_\_\_\_\_  
**Governor**  
**Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Signed:** \_\_\_\_\_  
**Headteacher**  
**Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**ASTON ON TRENT PRIMARY SCHOOL**  
***Achieving Success For All!***

**POLICY FOR PUPIL INDUCTION INTO SECONDARY SCHOOL**

1. **INTRODUCTION**

This Policy has been drawn up and agreed by Staff and Governors.

2. **AIMS**

The whole basis of this process is to make the transfer between schools as smooth as possible, thereby ensuring a confident and successful start by our Year 6 pupils to their Secondary School career.

A continuous process of liaison between all schools must be an integral part of this process.

3. **SCHOOLS INVOLVED**

At present 99% of our pupils transfer to Chellaston Secondary School. Others may also transfer to:

Noel Baker, Trent College, Derby Grammar, Ockbrook School (in Y5)

Liaison between Chellaston School and Aston on Trent is extremely effective with a regular exchange of newsletters, meetings and visits. Other schools are understandably reluctant to allocate time to visit schools such as Aston Primary because of the low number of pupils involved.

4. **PROCEDURES**

4.1 **Information**

The LA sends out information and admission application forms to parents, as well as the booklet – ‘Information for Parents’. The parents then have to return all forms to the LA by a given date. Forms for Chellaston can be returned to Aston school. Office staff monitor their return and then forward the forms directly to the LA. Parents may also apply on-line.

4.2 **Special Needs and More Able Pupils**

The Headteacher/SENDCO are often required to write letters regarding specific pupils, giving information and also reasons why pupils should transfer with their peers. The Headteacher and class teacher may also be required to give information about a pupil, where the pupil enters secondary school a year early. The Educational Psychologist may also have to submit a report as part of this process. The secondary school SENDCO visits the primary school to liaise with the SENDCO, in order to exchange information about pupils on the SEND register. The secondary school SENDCO also attends any Statutory Reviews or SEND meetings for any Y6 pupils, so they can

meet the pupils and the parents concerned. This helps the transfer process and allows for pre-visits to the secondary school by parents of pupils with SEND, especially in the case of pupils with physical disabilities.

#### 4.3 Arrangements with Chellaston School

The Head of Year 7 visits the primary school to liaise with the Headteacher and Year 6 teacher. Information about each pupil is shared including:

- Progress made so far in Y6
- SEND and More Able Pupil information
- Confidential information re medical, social, emotional needs
- Expected levels in SATS

A Y7 Chellaston teacher visits the school in the summer term to talk to Y6 pupils. A later visit by two Y7 teachers gives pupils the chance to watch the Chellaston secondary school video, which shows them a view of school life. Again, opportunities to ask questions are always encouraged by the staff.

#### 4.4 Induction Days and other Visits

All pupils attend Induction Days at their chosen secondary school and parents are invited to attend a Parents Evening.

Induction Days occur usually late in the summer term and continue over two days and include lessons and other activities as well as the chance to sample a school meal. Pupils will be taken by coach under supervision to the secondary school.

At the Parents Evening parents can look around the school and meet the Headteacher and staff.

#### 4.5 Pupils Records

During the Summer term, KS2 information is sent electronically to the secondary school. Finally, in the latter part of the summer term, all pupils' files are collected, together with any medical, social or SEND information and all this paperwork is transferred to the secondary school.

#### 4.6 Pastoral Support for Y6 Pupils

During the last half-term, the class teacher and Headteacher talk to the Y6 pupils, giving them chances to air any concerns but also to talk and to build their self-esteem and confidence. We also tell them that they are always welcome to come back to see us and to tell us how they are getting on at their new school.

Above all else, we want them to make a confident, enthusiastic and effective start to their secondary school careers and to enable them to continue to build on the success already achieved at Aston on Trent Primary School.

5. A copy of this policy will be displayed on the School Website.