



# ASTON-ON-TRENT PRIMARY SCHOOL



## PUPIL INDUCTION INTO SECONDARY SCHOOLS

School policy, reviewed and approved by Governors on 16<sup>th</sup> March 2026

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

**SIGNED:**

**PRINT NAME:**

C. Coles

Chair of Governors

**DATE:**

16.03.26

**SIGNED:**

**PRINT NAME:**

S. Moore

Headteacher

**DATE:**

16.03.26

**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, the majority of our pupils transfer to Chellaston Secondary School. Others may also transfer to:

Noel Baker, Trent College, Castle Donington and Friesland.

Liaison between Chellaston School and Aston on Trent is extremely effective with a regular exchange of newsletters, meetings and visits. Although other schools only take a small number of our pupils, we encourage them to visit Aston to meet those pupils who have chosen to transfer to them. The school ensures a thorough transition process with all senior schools that we feed into. This includes transferring of documents, SEND and behaviour support and transition days.

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. Office staff provide parents with reminders of deadlines to submit applications to the local authority. Parents must apply for school places on-line. It is important, when applying for your child’s secondary school, that you apply through the correct local authority. For example, Chellaston Academy admissions is through Derby City Council.

4.2 **Special Needs and More Able Pupils**

The Headteacher/SENCO are often required to write letters regarding specific pupils, giving information and also reasons why pupils should transfer with their peers. The Educational Psychologist may also have to submit a report as part of this process. The secondary school SENCO

visits the primary school to liaise with the SENCO, in order to exchange information about pupils on the SEN register. The secondary school SENCO also attends any Statutory Reviews or SEN 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 SEN, especially in the case of pupils with physical disabilities.

#### 4.3 Arrangements with Chellaston School and all other senior schools

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
- SEN 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 late in the summer term and continue over two to three days and include lessons and other activities as well as the chance to sample a school meal. Pupils will be expected to make their own way to their new secondary school. For pupils attending Chellaston, they will catch the school bus from Aston on Trent. Depending on need, this is usually supported by staff from both Aston and Weston Primary 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 SEN information and all this paperwork is transferred to the secondary school. The school will communicate with the secondary schools that we feed into to ensure the records have been received.

#### 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.