

11. How we support students with SEND joining our school and leaving our school, and making transitions

KS2 to KS3 Transition

We encourage parents with KS2-aged children, who have been identified with special educational needs, to get in touch with the SENCO so we can meet you, show you our school and explore whether Preston Manor School can meet their needs. All secondary schools have a responsibility to facilitate this for children with EHCPs and so parents should be able to find the right fit for their child.

Preston Manor has three different EHCP offers: a mainstream offer, a Speech and Language Base Additionally Resourced Provision (Lighthouse ARP) offer and an Autistic Spectrum Disorder Additionally Resourced Provision (Compass ARP) offer. Both of the ARPs have 12 places for children from Year 7 to Year 11. They must have an EHCP and be diagnosed with either a specific language disorder (Lighthouse ARP) or Autism Spectrum Disorder (Compass ARP). Parents who would like to have their children placed in one of the two ARPs must indicate to Brent SENAS that this is their preference as the consultation process is different than with a mainstream request.

Once Preston Manor School has a list of our new intake, our starting point is to work in partnership with feeder primary schools to ensure a smooth transition for each student. We look closely at the records for all students identified as having a SEN/D. We visit the primary schools to discuss children's transfer to Preston Manor School and ensure that we have a full picture of the support that is needed. Where there is significant concern for secondary school transition, for example if a student has been identified with a complex special educational need, the school will visit the pupil in their primary schools whilst in Year 6 and meet them and their parents, and perhaps plan additional sessions at Preston Manor School before their start in Year 7.

Early in May, the Learning Support Department will invite all Y6 parents whose children are transferring to Preston Manor in the Autumn Term, and who have EHCPs, to a Coffee Morning, where you can meet some of our key staff, find out more about how we plan to support your child along with some key dates/ events for the transition.

Furthermore, some of the pupils will be invited to attend taster sessions at Preston Manor School on two (or more) occasions prior to their start with us in September. If a student has SEN they may be invited to attend our Headstart programme with a keyworker from their primary school. This is particularly useful if they have difficulties managing change or are very anxious about attending. During the visit, they will be able to ask to see specific things of interest and to meet the members of staff that they will be seeing on a regular basis once they have joined the school. We have a team of "buddies" as well as peer mentors to help him/her settle in to the new classes and provide help to find their way around the academy. We also have a couple of established Transition intervention groups that support our new Year 7 into a positive secondary school start: Stepping Stones and SEN Transition Support. Finally, we have a static DSD for Year 7 to ensure that our links with primary schools are established and strong, and that we have a member of the pastoral team that is an expert in transition and supporting primary school children into their secondary school experience.

Midterm admissions

Sometimes a child comes to the school in the middle of a term. If the student has an EHCP, the SEN team will work with the DSDs to place the student in the most appropriate form group/ options and map the support directly onto their timetable. We will ensure that the student is added to the Additional Educational Booklet publicising to their subject and supporting teachers their needs, preferred support strategies and their pupil voice. They will be allocated a keyworker from the Learning Support Team who will make contact with the family as soon as possible, introducing themselves and the Learning Support Department, and answering any concerns or questions.

KS3 to KS4

We provide advice and guidance for students on making the next choices at Key Stage 4.

We have a fully developed KS4 offer that is geared to meet the needs of all of our students identified with special educational needs. The offer is flexible and personalised ensuring our students have access to the most appropriate course for their needs.

Currently we offer AQA English Functional Skills Qualification, Edexcel Maths Functional Skills Qualification and OCR IT Functional Skills Qualification. These courses run alongside our whole school GCSE offer and, generally, students will attain their Functional Skills qualifications by the end of Y10 and sit their formal GCSEs at the end of Y11.

Furthermore, we offer two SEN options in KS4:

1. a Study Support option which includes preparing our students for college by:
 - investigating post 16 options appropriate to student interests, entry requirements and needs;
 - completing a CV/ personal statement;
 - arranging visits to colleges and 6th forms;
 - support in completing and submitting college applications;
 - preparing for interviews;
 - organising staff to support those interviews, as needed.
 - Preparing for employability.

2. The Prince's Trust qualification where we focus on units of employability and preparing for adulthood and working life.
 - Personal, social development.
 - Life Skills.
 - Active Citizenship
 - Enterprise projects
 - Preparation for work

We do not limit the option choice for students with special educational needs. We offer the AQA Unit Award Scheme alongside all GCSE options allowing our students to provide evidence of their progress in the course by submitting their work to the exam board for certification.

We provide specialist SEN careers advice and students with EHCPs have 1:1 meetings to explore options and garner advice and have a written careers transition plan.

KS5 to further education

We provide advice and guidance for students on making the next choices at Key Stage 5. This is done through working closely with the 6th form team to ensure that students are well informed and supported with university/ apprenticeship applications. Students with EHCP's will be supported via their keyworker.

The following grid sets out our main Transition procedures:

Which Transition	The key focus	Who involved	What we do
Primary to Secondary	Identification and planning support	SENCO KS3 Deputy SENCO Year 7 DSD	Provide Induction days Transition meetings with parents Visits to Primary schools Attend Year 5 and 6 Annual Reviews

Mid-term admissions	Support for coming to a new school, for example, learning, friendships and well-being	Head of EAL DSDs Key Learning Support staff	Meet pupil and parents Assess needs Assign timetable and tour the school Assign a 'buddy' (usually a member of the same tutor group) Ensure appropriate support is allocated
Year 8 to Year 9 (into KS4)	Support for Option choices	Tutors DSDs KS3 Deputy SENCO	Support and guidance for option choices Start Transition planning for pupils with EHCPs
Key Stage 4 to post 16/17	Transition to 6 th Form, FE or HE or training Preparation for adult life	Tutors DSDs KS4 Deputy SENCO Career's staff	We seek and record the views, wishes and feelings of the student Support and guidance for best choices Careers Transition plan for EHCPs students Training options Apprenticeships etc.
KS5 to University	Transition from 6 th Form into University, colleges, apprenticeships or work	Tutors DSDs KS4 Deputy SENCO Career's staff	We seek and record the views, wishes and feelings of the student Support and guidance for best choices Careers Transition plan for EHCPs students Training options Apprenticeships etc.

FREQUENTLY ASKED QUESTIONS - TRANSITIONS

Q. What happens when my child is moving on to secondary school?

A. For students with an Education Health and Care Plan the primary school will invite parents and representatives of the SEN Team to take part in the Annual Review in year 5 and/ or 6.

Depending on your child's needs, Preston Manor will organise a supportive transition programme with the primary school. For example, a Speech and Language Therapist can deliver specific sessions with an autistic pupil or we have planned additional days for a Year 6 student at the school to meet the members of our Learning Support Team and get the feel of the school.

Q. What changes about my child's teaching and support when he moves to secondary school?

A. The primary SENCO will make sure that the school is fully aware of their needs and will explain what was most effective and successful in the primary phases of education. Preston Manor will then plan a programme of support suitable for the secondary curriculum. They will have over 11 teachers in different subjects and will be moving around the building to different classrooms.