



Primary - Secondary Transfer Procedure Policy

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Agreed by LT on	12 th July 2022
Does this policy need to be agreed by Governors? If yes, which committee?	No N/A
Agreed by Governors on	N/A
This policy is communicated by the following means:	
Governors	Governor consultation by e-mail when policy reviewed and agreed
Staff	Policy folders on staff SharePoint
Parents	Academy website
Students	New Families Evening

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1. Rationale and Aims

Clapton Girls' Academy is committed to making the transfer process from Year 6 in primary school to Year 7 a smooth and positive one, in order to maintain progress and promote the emotional health and well-being of students.

2. Procedures – an annual cycle

2.1 'Academy Live' Sessions/ Open session

During September / October we hold at least three sessions where the academy is 'open' to prospective parents. These 'Academy Live' sessions take place during the school day. Parents and prospective students are welcomed in the reception by a member of the Leadership Teams. They are taken on a tour of the academy by a member of staff and this may include spending a little time in some lessons. Throughout the tour there is opportunity for questions and discussions. Before they leave, parents are given relevant information. We also ask parents to register with the academy by leaving their name and contact details so that we can follow-up the visit with further information and reminders about the transfer process.

2.2 Open Evening

In October the academy holds an Open Evening for prospective parents and students. All areas of the academy lay on displays of student work, resources and demonstrations. Students are given responsibility for acting as guides for prospective parents and students. There is a welcome speech by the Headteacher. Primary Heads and Learning Mentors are also invited to attend.

2.3 New Student Details

As soon as the academy receives the details of students who have places as a result of the statutory preference phase, the Head of Year 7 and the member of the Leadership Team with responsibility for Primary/Secondary links analyse the names, feeder school details and other information about the students and makes this available to relevant staff.

Letters are sent to parents/ person with parental responsibility inviting them to a welcome meeting in May called 'New Families Evening'.

2.4. New Families' Evening

In May we hold a New Families Evening for all newcomers. This meeting aims to welcome families to the academy and provide an overview of the transition process. At this meeting families are introduced to key staff, given information about academy expectations and informed of the key aspects of the transition process. Powerpoint presentations from this evening are shared with all families via the school website.

2.5 Visits to Primary Schools

The Head of Year 7, the Year 7 Engagement Support Assistant and member of Leadership Team with responsibility for KS2-3 transfer visit as many new students as possible in their primary schools. The SENDCO will visit schools where there is at least one student with an EHCP. The Designated Safeguarding Lead (DSL) will visit primary schools where there is at least one looked after child (LAC). Year 8 Ambassadors try to accompany as many of



those visits as possible. Priority is given to primary schools where only one student is joining Clapton Girls' Academy.

The aim of these visits is two-fold:

- a) FOR CGA: to have informal discussions with the Headteacher or class teacher of each student and to ascertain key facts about the students. This is added to the information sent by the primary school on the KS2 summary sheet. This information leads to early intervention at the start of the academic year.
- b) FOR THE STUDENT: to make first acquaintance with the students themselves, to allow them to ask questions and share any issues about transferring and to enable them to start to get to know staff at Clapton Girls' Academy

This programme of visits usually takes place during the second half of the summer term.

2.6 Admissions Form

A link to an electronic admissions form is emailed to parents in the Summer Term. Parents are required to supply the following information:

- Student basic details
- Student home information
- Family/home contact details
- Emergency contacts
- Student's medical information
- Ethnicity
- Other student details
- School history

The Home/Academy Agreement is attached to the form and we ask parents to read and sign this. Also provided is information about our cashless catering system and an option to consent to this. Parents confirm whether or not they give consent for students to have access to the internet and attend local trips. We also ask whether parents give consent for their child to be photographed and filmed by the school to use for internal and external publications and newsletters and whether they consent their child's information to be shared with external agencies including Young Hackney and SPACE.

In cases where parents do not have access to email or IT, CGA will arrange a meeting with the parent(s) and a member of the Year 7 team to collect the required information. If the parent(s) cannot read or write in English CGA will arrange for a translator to support or ask a member of staff fluent in the appropriate language to do so.

2.7 Friendship Evening

To provide students with an informal opportunity to spend time on the school site and meet their new year group, we arrange a 'Friendship Evening' in the second half of the summer term. This is a short after-school event where students can spend time playing outdoor games (weather permitting), playing board games, completing art and craft activities and visiting the LRC. Refreshments are provided for students. CGA staff, including the Year 7 tutor team, supervise students and support them during the event.



2.8 Taster Day

The final major event of the term is the day on which all new students are invited to spend a whole day at the academy. The aim is to make students feel that they know the academy, know key staff whose role it is to support transition and know the key expectations about learning behaviours. An important aspect of the day is to allow the students to know which tutor group they will be in from September, to meet their new peers and to spend time with their new form tutors.

The day usually takes place during early July – on a date fixed commonly across the Borough.

Students are given information about what to expect and what to bring with them during New Families' Evening and via email ahead of the day.

The programme for the day is usually:

- Arrival and Assembly.
- Tutorial: time spent with tutors, involving getting-to-know-you activities, familiarisation with secondary academy routines, orientation games or tours of the buildings.
- Experiencing two 'real' lessons (we try to choose two very different experiences for each class).
- A free lunch and break time snack, and experience of the general atmosphere.
- A student evaluation.
- Yr 8 Ambassadors support the new students and it is always a positive experience for 'old' and 'new' students.

2.9 Induction and Settling into Year 7

When students arrive in September, the majority are fully acquainted with the academy and its requirements and settle down very quickly. Induction programmes take place in all subject and pastoral areas. Year 7 and Year 12 start a day before students in other year groups to give them a further opportunity to familiarise themselves with the Academy.

Non-arrivals are rapidly chased up – initially by letter and through contact with the Admissions Team at the Local Authority.

Students continue to be part of curriculum and pastoral activities that ensure they are supported during their first year at Clapton Girls' Academy. For example:

1. **The PSHCE Curriculum** involves students in reflecting on the transition and sharing experiences in order to support each other. Topics such as Friendships and Life Skills ensure students develop skills that will enable them to build new friendships and communicate effectively with others.
2. **Collective Time** activities are used by Tutors to build relationships within the Tutor Group and to support learning.
3. **Focus Days** are planned for Year 7 students to help develop a group identity and sense of belonging to the academy as well as to develop individual social skills and self-confidence.



4. **Links with older students** – Other students are linked with Year 7 students to do paired reading and other Collective Time activities in order to develop friendships with older students in the academy.
5. **Year Trips & Visits** – the Head of Year organises trips to enable students to develop social skills and develop friendships.
6. **Individual Support** – some students are identified prior to September as needing special support due to concerns about behaviour, attendance, mental health or social skills. These students are often invited to attend a 'nurture' group or are given one to one support by Learning Mentors or the Year 7 Engagement Support Assistant. If necessary, links with external agencies are made.
7. **Achievement Assembly** – Year 7 have an assembly after the first half term to celebrate their achievements. Parents are invited to attend.

3. Ensuring Progress

The aim of the annual cycle described above is to ensure students are engaged in learning that is appropriately matched to their needs and strengths. In order to support progress in Year 7 we plan by:

1. Gathering data from Year 6 teachers when we visit schools in May
2. Using data on KS2 attainment sent by the Hackney Education to inform teachers planning for individual students in September by circulating information as soon as this is received. Baseline tests are cross referenced with KS2 attainment data and CAT4 when available.
3. Conducting Reading Tests in September and making this information available to teachers.
4. SENDCO shares all relevant data with staff on students with specific educational needs.
5. SENDCO or Year 7 ESA arrange extra-visits for vulnerable students.
6. SENDCO attends Annual Review meetings for students transferring to the Academy with EHCPs.

4. Evaluation and Monitoring

We aim to evaluate how each student has responded to our induction programme and the transfer process generally in a number of ways:

- a) Informal discussions with tutor.
- b) Part of the PSHCE programme in the autumn term.