

# How does Clapton Girls' Academy support students when they are moving between key stages or teaching groups or moving to a new school/college?

We have Engagement Support Assistants, each attached to a specific year group. They work very closely with Heads of Year to assist with movement between key stages or teaching groups.

If your child joins the academy during the school year, we will invite you to an admission meeting and subsequent review meetings with their new Head of Year. They will also be assessed by key staff, to ensure that we are aware of any specific needs they may have.

## **Support from Key Stage 2 (Year 6 into Year 7) to Key Stage 3 (Years 7- 9)**

- Our Year 7 Engagement Support Assistant and Head of Year 7 will visit all of the feeder primary schools during the summer term and meet with the students to answer any questions and help them feel more at ease with the transition process.
- During the summer term our Year 7 Learning Support Assistant will visit students transferring to us. They meet students in small groups and they do various activities including working through a booklet that gives detailed information on the academy. We encourage students to work through the booklet again over the summer holidays and to use our Year 7 website space to familiarise themselves with CGA.
- Year 6 students will also be invited to an admission meeting at the academy with their parents, where any relevant information can be shared.
- If your child has an EHCP or SEND support plan at primary school, there will be a transition programme to ensure that their needs are met as soon as they start in Year 7. If your child joins us in Year 7, they will be assessed during their first half term at Clapton Girls' Academy and we will put these assessments together with information from the primary school and any available teacher assessments and observations.
- Key staff will ensure that the most appropriate support and groupings are in place for all students and that any necessary small group support is made available.

## **Support from Key Stage 3 (year 9 into Key Stage 4: Year 10)**

- During the autumn or spring term of year 9, we hold a preferences evening where parents are invited into the academy to discuss the various options on offer for KS4.
- All students have support from an impartial careers advisor who will offer set appointments during the school day, on site, to discuss their options and career choices.
- If your child has an EHCP, the Annual Review in Year 9 is a Preparing for Adulthood review, where options for after Year 11 start to be considered, and decisions are made about courses of study in Years 10 and 11. A careers advisor will contribute to the Preparing for Adulthood review.
- In our regular review meetings for students who have SEND, students and parents will be able to consider their choices and preferences for courses of study in Years 10 and 11, as well as starting to think about choices after Year 11.

### **Preparing for Adulthood and Post-16**

- Our careers advisor works closely with parents and students to ensure that all students with an EHCP have a transition plan in place. Parents can also request that the academy ask Prospects Careers agency to provide careers advice and guidance to inform these meetings.
- The main aim of the plan is to focus on raising aspirations, ensuring a wide range of options for students with SEND and supporting them in going on to achieve the best possible outcomes in further education or employment.
- During Post-16 Transition meetings, students are supported to develop their understanding of the range of post-16 options that are available to them at the end of Year 11. Students are given every opportunity to make informed decisions about the next stage in their education or work-based training.

### **Transferring to a New School**

- If the decision is made for your child to transfer to a new school, we liaise closely with staff at the new school and provide them with all the necessary information about your child, including their student files, so that appropriate arrangements can be made to make the transition from one school to another as smooth as possible for them. All students and parents (if the student agrees at 16+) are welcome to see their files.

### **Moving between teaching groups**

- Heads of Faculty and Heads of Year liaise and communicate with the student and their parents (if necessary) before any transfers between teaching or tutor groups take place. This is always done with careful consideration and your child's best interests are of paramount importance.
- Parents will always be informed if we consider moving students to a new teaching group.
- We will make staff aware of any changes and provide them with any information that will help to make the move between groups as successful as possible.