



7th May 2024

Dear Parent/Carers,

In order to support all our children effectively through transition Southampton City Council have agreed guidance to promote the consistent and timely sharing of information. This will enable Junior/ Primary and Secondary schools to effectively plan for the successful transition of Year 6 children to their next phases of education. Your action is required, details of which are on page 3 of this letter.

The areas of information that are planned to be transferred are listed below.

Educational information

- Assessment information for reading, writing and maths*.
- Curriculum area gaps for reading, writing and maths*.
- Interventions and strategies in place to support children*.
- Behaviour for learning strategies and indicators
- Attendance* and engagement.
- Exclusions.
- Whether the child is likely to require additional support pre-transition.

Medical, SEND or safeguarding information

- Indication there is health information that the school needs to share e.g. allergy or emergency care information*
- SEND information to support the effective transition and knowledge of support required *
- An indicator if a safeguarding discussion is required to support the child and ensure the next setting has appropriate knowledge and awareness *

Pupil interests, social or emotional aspects

- Areas\subjects of interest to the child
- Information that may support a child's social or emotional aspects of their development or **reduce anxiety for transition**
- Key information for EAL, pupil premium or vulnerability definition*.

**statutory guidance is in place that schools must follow unless they have a good reason not to within the Send Code of Practice and Keeping Children Safe in Education, Supporting pupils in school with medical conditions, Common Transfer File and Education Law set out in Appendix 1*





The SENCO from the next setting will also attend the 2024 Annual review, where possible, of any children and young people with an EHCP in addition to any further information shared about pupils with SEND who do not have an EHCP.

The school is satisfied that the sharing of this agreed transition data is necessary and proportionate to enable the provision of planned support at this point from Primary to Secondary phase. Thus, enabling schools to better plan for and support the educational and pastoral needs of their pupils. It will also reduce the concerns regarding children and young people's mental health and emotional well-being during and post-pandemic.

The sharing of the transition data is considered necessary for the school to perform the following statutory functions:

- **The SEND code of practice 0-25: 6.2** *Every school is required to identify and address the SEN of the pupils that they support. Mainstream schools, which in this chapter includes maintained schools and academies that are not special schools, maintained nursery schools, 16 to 19 academies, alternative provision academies and Pupil Referral Units (PRUs), must:*
 - use their best endeavors to make sure that a child with SEN gets the support they need – this means doing everything they can to meet children and young people's SEN;
 - 8.6 supporting children and young people to be included and make friendships particularly at transition phases, Post-16- 8.10; 8.20; 8.22 to ensure information about SEND is shared with post-16 provider.
- **The Equality Act 2010** – *Schools and colleges to provide equality of opportunity, reduce discrimination through effective information be sharing and well-placed to foster good relations for all children and young people. The Equality duty 2010 sets out that schools must avoid discrimination and promoting equality supporting the agenda of improving attainment and progression for all pupils, this applies to pupils, prospective pupils and former pupils.*
- **Keeping Children Safe in Education 2020- Part 1:** *to enable staff to plan for and work with the child's best interests at heart for their personal and academic development ensuring the best outcomes for children through the sharing of information that professionals have agreed is necessary and proportionate for the transition between educational phases. Additionally, for staff in the new setting to be able to intervene early where concerns may be raised or a child need support*
- **Working Together to Safeguard Children 2018:** *all organisations and agencies should have arrangements in place that set out clearly the processes and*





the principles for sharing information. The arrangement should cover how information will be shared within their own organisation/agency and with others whomay be involved in a child's life. The GDPR ad Data Protection Act 2018 do not prevent the sharing of information to keep a child safe. The effective education of children is in the public interest therefore the Local Authority believes the sharing of information to support a child's wellbeing and educational journey and outcomes provides the legal basis to also share this information.

- **Education Act 2002, section 78 (applies to all maintained schools) and 2010 Academies Act, section 1** require schools to follow the National curriculum or provide a broad and balanced curriculum. **The National curriculum 2013, section 4,** sets out the requirement for maintained schools to plan stretching work for pupils whose attainment is significantly above the expected standard and have an even greater obligation to plan lessons for pupils who have low levels of prior attainment or come from disadvantaged backgrounds. They should also respond to pupils' needs and overcome potential barriers for individuals and groups of pupils (Section 4 National Curriculum)
- **Education (pupil information) (England) Regulations 2005, Statutory instrument (S.I.)and amendments in 2005,2008,2016,2018,2019)** include the duty to keep curricular records updated at least once a year for every pupil. And that headteachers should share results of public examinations, vocational examinations or credits towards, National curriculum tests taken, any reviews of external marking agency of any National curriculum tests taken. With statutory assessment suspended for 2021 these records will be the Teacher Assessed outcomes and information required in lieu of statutory assessment information for these cohorts.
- **Common Transfer File** which applies to the information required to be transferred school to school at the point of any school move.
- **Supporting Pupils in schools with medical conditions 2014** sets out in statutory guidance what schools must do to support pupils with medical conditions including on offsite visits and at transition which must be included in a school's policy. Schools must comply unless there is a good reason not to.

Parent/ carers Please note: If you object to the sharing of this information you have the right to raise this with the school's data protection officer who is Mrs T Bulpett. Alternatively, you can contact Mrs L Phillips (headteacher).

All information will be shared at the beginning of June 2024. It is requested that all parents provide consent/ no consent to share the additional elements indicated below, where they are relevant to your child, through responding to the google form link [HERE](#)





BEECHWOOD JUNIOR SCHOOL

Juniper Road
SOUTHAMPTON SO18 4EG

(023) 8022 7692

info@beechwoodjuniorschool.co.uk

The deadline for responding to school regarding consent and any objections is before the end of the school day on 24th May 2024.

We look forward to continuing to support your child to make an effective transition into their Secondary education in 2024.

Please note: we are seeking consent only for those aspects that the school has satisfied itself as the data controller that consent is required for. Not all these aspects will be relevant to all children. For all other aspects included the school is satisfied that the sharing of this information is necessary and proportionate to support the effective transition of pupils in Year 6-7 in 2024 and there is a lawful basis to share it. We will transfer the information we are required to in order to carry out a statutory duty even in the absence of consent.

If you have queries, please contact the school office.

Yours sincerely

Mrs L Phillips
Headteacher

