



TRANSITION POLICY & PROCEDURE

To be read in conjunction with the SEND Policy

LAST REVIEW

September
2025

REVIEW PERIOD

Annually

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2026

Contents

1. What is Transition	2
2. Procedures	2
3. Transitioning into Sutton House Academy.....	3
3.1 Stage 1: Induction Meeting	3
3.2 Stage 2: Transition Period.....	3
4. Transitioning from Sutton House Academy	3
5. Links to other Policies.....	3

1. What is Transition

The term ‘transition’ is used to refer to the life changes that children and young people may go through. Some will be experienced by all children, for example puberty or moving from one educational setting to another. Others will only be experienced by some children and may not be understood by their peers, for example going into care, family breakup and the consequence of crime.

Transition is a very important time for all children and particularly for pupils with SEMH needs. Moving from one educational setting to another can be stressful, and while all pupils benefit from positive experiences of transition, some require additional support. At Sutton House Academy staff are fully aware of the importance of carefully planned transitions in the day and when they transfer from another school or to another school. It is for this reason that this plan has been drawn up to ensure that staff and feeder schools have some guidance to ensure the transition from one school to another, runs as smoothly as possible.

2. Procedures

All pupils who attend Sutton House Academy have an EHCP. The Local Authority (LA) consult the school in the first instance with a copy of the most up-to-date Annual Review paperwork, EHCP documentation and any other relevant paperwork. The school are given 15 days in which to respond to the Local Authority either stating acceptance and with the band of funding requested or with a response in detail explain why the school cannot meet the needs of the pupil.

SLT consider the paperwork and the needs of the pupil wishing to attend. If it is agreed that the pupil can have their needs met at Sutton House Academy then a transition plan will be drawn up with the family, pupil and current school (see below). If it is felt that Sutton House Academy can NOT meet the needs of the pupil or it would be incompatible with the efficient education of the others then the SENCo will respond in full stating why it is not appropriate to admit the pupil.

3. Transitioning into Sutton House Academy

Once the school have responded acceptance to the Local Authority and a start date has been agreed the transition will begin. This is normally initiated with an induction meeting between the SENCo, parents, feeder school and a member of the admin team. At this point the SENCo will speak to parents, carers, teachers and other key professionals who have worked with them to get a true picture of capabilities and needs while also taking into consideration the paperwork. A pupil focus will be created to be shared with staff at Sutton house to prepare staff and raise their awareness of needs.

3.1 Stage 1: Induction Meeting

During this meeting the SENCO can ascertain further information from parents and ensure that all the necessary paperwork is completed to be added to SIMs. The feeder school agree to send over all relevant paperwork including any safeguarding files and EHCP documentation. During this meeting parents receive some uniform and agree to the home school agreement around behaviour and the Code of Conduct. Parents and pupil can have a tour of the school and meet relevant members of staff to become familiar with the environment.

3.2 Stage 2: Transition Period

A plan will be drawn up between parents, SENCo and receiving class teacher to ensure that the needs of the pupil are fully considered and planned carefully.

They will have an interim risk assessment and some ISP targets set. They will have some sessions in the classroom with their peers and this will be increased gradually after careful weekly reviews. Parents and carers will be informed by the class teacher each week for the attendance for the following week. Some pupils will be able to attend full time quickly while for other pupils, particularly with attachment needs or those who have been out of education for a while, this will be a slow progress transition. Monitoring will be carried out by the SENCo to ensure that the plan is reviewed weekly with a view to the pupil attending full time by the end of that term.

4. Transitioning from Sutton House Academy

Once the school has received confirmation that a current pupil on roll has been accepted by requested school the SENCo will contact the receiving school to plan out an appropriate transition.

Once an agreed date for them to transfer roll has been agreed all relevant paperwork will be sent to the new school via recorded delivery or handed over in person.

SENCo will liaise with the feeder school and support parents/carers with visits and agreed transition.

5. Links to other Policies

- SEND Policy