

Southwark Year 6/7 Transition Support

Southwark provides information on how to apply for admission to schools (in a booklet available) online via the website. The booklet provides all the information needed. Applicants can access a secondary brochure which outlines the process and helps applicants to apply for schools online.

Support for the application process comes in **two** forms: support to parents/carers with the administration of the application *process* and support to individual pupils (and families) with the wider **specific vulnerabilities** (educational, social, emotional and health, including mental health) aspects of families dealing with the transition.

For most applications where the pupils do not have special circumstances or additional needs (e.g. SEND) the process runs smoothly. If there are general queries or issues (such as an application is late, the school is oversubscribed, or there is an appeal) advice and guidance can be accessed to help with these **process** related issues. The main sources for support for this are:

- *The School Admission Team* who respond to queries that relate to the rules, regulations and administration of the process including the option of face to face meetings
- *Southwark Information, Advice and Support team*. This service is free to all parents and young people who live in Southwark where a child or young person is aged 0 to 25 years with special educational needs and/or disabilities

When a pupil has wider **specific vulnerabilities** issues (e.g. an EHC plan, a statement or is vulnerable) there are several agencies that work in a co-ordinated way to provide an additional layer of support to families.

- *The Special Educational Needs and Disabilities Team* co-ordinate each application. Families are contacted for their preferences and sent a paper form to write these on. The Team will approach the schools of their preference on behalf of the family. The family will be invited to a special information event on transfer to primary and secondary school which will explain the process in detail.
- *Educational Psychology Service- EPS* - The service is for Children & Young People 0-25, who live in Southwark or attend Southwark schools. The EPS works with families, schools, post-16 provision and early years' settings to explore issues and resolve problems that can affect learning and well-being including; supporting the educational transition of children and young people with special educational needs and disabilities (SEND); supporting families of children and young people with SEND who have newly arrived in the Local Authority. The service is free at the point of delivery to children and parents.
- *Autism Support Team* who support the current school to share important information to the child's new school by helping with the completion of transition books. They also give advice and support with autism best practice strategies to help prepare children for transition. In addition, they support the receiving school by advising on strategies and supports that will help them to settle into their new setting.

- *Family Early Help* – Where needs are beyond the level that universal services can address, a range of targeted services are provided in partnership with others (children and family centres, health professionals, schools, and the voluntary sector) to continue to assist a family to prevent problems from escalating. The service will ensure that vulnerable children in Southwark get the support they need for a successful transition to Secondary School by; making sure parents of vulnerable children are more aware of their role and children's support needs at transition to Secondary School; agree needs of vulnerable children at transition and ways of reducing risk and building resilience through agreeing a theory of change; improve communication between agencies.

Details of transition support provided

Admissions Team

This team provide support and guidance including regular communications with families on the administration of the process and offering both telephone support and face to face meetings by appointment.

They have a frequently asked questions section of the website that can be accessed here <https://www.southwark.gov.uk/schools-and-education/school-admissions/secondary-admissions/offer-of-a-secondary-school-place?chapter=2>

Educational Psychology Service

The Educational Psychology Service consists of two teams of educational psychologists (EPs) and SEND inclusion practitioners (SENDIPs) led by a principal educational psychologist who reports to the head of SEND. The team will provide strategic overview of support for vulnerable children. This will include advice and guidance at an early stage. The educational psychologist will discuss the progress of vulnerable children with their named contact (usually the SENCo or inclusion manager) at each visit to ensure effective information sharing and decision making prior to agreement of EP involvement. This includes children with SEN, persistent absence, those known to CSC (CP/CIN/CLA) and those at risk of exploitation.

SENDIPs Transition Support of the Primary to Secondary Transition Process can be summarised as:

1. April/May- Requests sent out then returned/ request saved
2. May/June- Follow up on the needs and concerns expressed on request forms from parents/carers.
3. April/May- SENDIP allocations meeting. Requests are ragged/graded **red**, **amber**, **green** or high, medium, low.
4. May/June/July- Transition work begins.
5. September- January- 6 week check in with new schools with a view to close transition support.

6. January-SENDIP feedback form and feed back to Primary's which ends the transition cycle

What do SENDIPs offer?

SENDIP transition work includes a range of bespoke services including one or more of the following:

- formulate transition support plans for students in partnership with schools, parents and the child/young person.
- organise weekly contacts via phone/email with SENCO/Head of Year for the first six weeks.
- co-ordinate termly transition and review meetings.
- negotiate phased integration into school for students if necessary.
- co-ordinate access to professional advice about the students' particular medical/educational needs.
- support schools and parents to develop and build meaningful and supportive relationships with each other
- work with parents to encourage them to actively engage with their child's schooling.
- offer weekly 30 minutes 'check-in meetings' with the student for the first six weeks.
- provide on-going telephone support for designated school staff if required.

Family Early help

Where needs are beyond the level that universal services can address, a range of targeted services are provided in partnership with others (children and family centres, health professionals, schools, and the voluntary sector) to continue to assist a family to prevent problems from escalating.

Southwark's services operating at a targeted level as part of the Early Help offer are:

- [Whole Family Casework](#)
- [Schools work including Education Inclusion](#)
- [Parenting](#)
- [Early Help CAMHS and Integrated Health](#)
- [Children and Family Centres](#)
- [Transforming services - Troubled Families programme](#)
- [Partnership with Children's Social Care](#)

Family Early Help provide support to the process of secondary transition in a number of ways:

1. Making connections re transition to secondary school work
2. Supporting the development of targeted programmes to respond to needs of Year 6 children
3. Working with the voluntary sector to support bids for funding of projects
4. Analysis of current cohort of Year 6 children transferring to Secondary school to identify vulnerable pupils

Family Early Help engage with external providers to ensure that there is a range of additional programmes, events and activities to support transition. These include:

Bubble Theatre and their *Playing Safe* programme for Year 6 children and parents with group work targeted at those most at risk and delivered in conjunction with the police and Youth Offending Service.

Little Fish – this group provide Afterschool activities and both a summer term touring production and a summer programme for around one hundred Year 6 pupils

Future Men – who work with Year 6 boys from several schools and link them with older children from local secondary schools to facilitate peer support.

Other organisations running programmes that support transition include Peckham Theatre, Blue Elephant Theatre and Chance UK.

Current provision for summer 2020 is being adapted. For more info contact earlyhelp@southwark.gov.uk

Coronavirus (COVID-19)

The support that is described here may be adjusted to ensure compliance with covid-19 government guidance (e.g. conduct of visits or face to face meetings). Work is on-going on this – see Back to School transition document attached. (N.B Information and advice for residents and businesses is on our [coronavirus webpages](#).)

Support for secondary transition pathways of children in Southwark according to need

<i>Steps in Transition Pathway</i>	<i>Child with no wider specific vulnerabilities or process challenges</i>	<i>Child with process challenges</i>	<i>Child with wider specific vulnerabilities</i>	<i>Child with both process and wider specific vulnerabilities</i>	<i>Additional Support available</i>
<i>Application to website</i>	<i>-Admissions Team</i>	<i>Admissions Team</i>	<i>-FEH -SENDIP</i>	<i>-Admissions -FEH -SENDIP</i>	<i>-Website guidance -SENDIP -EPS -SIAS</i>

Visits to schools	-Admissions Team	- Admissions Team	-SENDIP -FEH	-Admissions Team	-Autism support team - Health support (e.g. Speech and language therapist, Occupational Therapy, physio etc.
Open Days				-SENDIP -FEH -SIAS	
Waiting lists	-Admissions Team	- Admissions Team	-Admissions Team	-Admissions Team	-Admissions Team -SIAS
Appeals late / in year admission	-SIAS	-SIAS	-SENDIP -FEH -EPS	-SENDIP -FEH	- Office of the Schools Adjudicator
Educational Transition visits after placement	- Admissions Team	- Admissions Team	-SENDIP -FEH -EPS	Admissions Team -SENDIP -FEH -EPS	External agencies co-ordinated by FEH

Specialist services that also support transition

Hearing service - This team supports the transition of children transitioning to secondary schools at every transition point in the educational life of children referred to them. In Year 6 this takes many forms. There is transition training during a 1:1 session with the child, attending transition annual reviews, providing reports for these, discussion with schools and parents about suitability of placement, communicating with secondary schools on the specific needs of the child and informing parents of the services offered by secondary schools regarding additional transition training they may offer for SEN children. The service offers support throughout the application process informing parents of dates and processes needed to be completed. This support is not specified individually on the Local Offer but is integral to our service.

Autism Support Team may lead the transition support for a child with autism. Similar support is available from the **Sensory Team (visual impairment and hearing support service)**. EPs and SENDIPs work closely with these other services involved in transition support for children with SEND to ensure a co-ordinated approach and to avoid unnecessary duplication.

Useful Links

1. School admission on the Southwark website <https://www.southwark.gov.uk/schools-and-education/school-admissions>)
2. Secondary admissions section of website <https://www.southwark.gov.uk/schools-and-education/school-admissions/secondary-admissions>
3. Educational psychology service <https://localoffer.southwark.gov.uk/education/specialist-services-offered-by-the-council/educational-psychology-service/>

4. Autism support service <https://localoffer.southwark.gov.uk/education/specialist-services-offered-by-the-council/autismsupportteam/>

Useful contacts

- **Family early help**

www.southwark.gov.uk

earlyhelp@southwark.gov.uk

FEH Duty Line: 0207 525 1922

- **School admissions team**

4th floor, Hub 2

Children's and adults' services

Southwark Council

PO Box 64529

London SE1P 5LX

www.southwark.gov.uk/schooladmissions

schools.admissions@southwark.gov.uk 020 7525 533

- **Special educational needs and disabilities team**

Further information on the admissions process for children with statements of special educational needs or education, health and care plans can be obtained by contacting Southwark Council's special educational needs and disabilities team directly.

020 7525 4278

sen@southwark.gov.uk

www.localoffer.southwark.gov.uk

- **Southwark customer service centre**

csc@southwark.gov.uk

020 7525 5000

- **Family information service**

For a full listing of nurseries, after school clubs

and services

www.southwark.gov.uk/familyinfo

0800 013 0639

- **School benefits team**

<https://www.southwark.gov.uk/schools-and-education/information-for-parents/financial-support/pupil-premium>

school.benefits@southwark.gov.uk

020 7525 5051

- **School Information Advice and Support Team**

Southwark IAS
160 Tooley Street
London, SE1 2TZ
020 7525 3104

sias@southwark.gov.uk

www.localoffer.southwark.gov.uk

0207 525 3104

Other organisations

- **ACE Education, Advice and Training**

Advice on exclusion, bullying, special educational needs and appeals etc.

72 Durnsford Road

London N11 2EJ

www.ace-ed.org.uk

enquiries@ace-ed.org.uk

0300 0115 142

- **Department for Education (DfE)**

National government information on education

www.gov.uk/government/organisations/department-for-education

0370 000 2288

- **Independent Schools Council**

Promotes choice, diversity and excellence in education

www.isc.co.uk

020 7766 7070

- **Local Government Ombudsman**

www.lgo.org.uk

0300 061 0614

- **Southwark Diocesan Board of Education (Church of England)**

48 Union Street

London SE1 1TD

020 7234 9200

- **Education Commission: Catholic Diocese of Southwark (Roman Catholic)**

St Edward's House

St Paul's Wood Hill

Orpington BR5 2SR

0168 982 9331

- **Office of the Schools Adjudicator**

For complaints/concerns with admission arrangements

www.gov.uk/government/organisations/office-of-the-schools-adjudicator

osa.team@osa.gsi.gov.uk

- **Transport for London**

Information on transport

www.tfl.gov.uk

0343 222 1234

