## Virtual School Guidance for Transition from Primary Y6 to Secondary Y7

Please contact your Virtual School case holder for advice and support at any stage.

Ruth Thornburn (North) ruth.thornburn@oxfordshire.gov.uk or Lizi Pinckney (South) elisabeth.pinckney@oxfordshire.gov.uk

### Summer Y5
- **Designated Teacher for LAC (DT), Social Worker and Carer** discuss secondary school choices at final Y5 PEP.

### Autumn Y6
- Pupils and Carers attend open days and information evenings at secondary schools.
- **PEP** held during term 1 and transition requirements discussed.

### Spring Y6
- In Oxfordshire all secondary school applications must be made by 31st October. [https://www.oxfordshire.gov.uk/residents/schools/apply-school-place/secondary-school](https://www.oxfordshire.gov.uk/residents/schools/apply-school-place/secondary-school)
- Social Worker and Carer complete the Local Authority online application form giving first and second choices of secondary school. Both choices must have a ‘good’ or better Ofsted rating.
- Social Worker and Carer notify the Virtual School case holder of the schools applied for.

### Summer Y6
- **March 1st Y7 secondary school places are confirmed** by the Local Authority.
- **Y7 places must be formally accepted** along with any offer of transport (if applicable) by the deadline provided by the LA. Social Worker/Carer accepts place and informs DT and VS of confirmed place.
- For in-county LAC requiring additional support with transition – Primary DT makes a referral for One-Eighty Summer Project, if appropriate. [https://one-eighty.org.uk/group-projects](https://one-eighty.org.uk/group-projects)
- LAC may be invited to take part in a VS transition group run by The Art Room. [https://www.theartroom.org.uk/](https://www.theartroom.org.uk/)

### Autumn Y7
- Primary DT ensures staff from receiving secondary school attend **Transition PEP**. Complete the Y6 Transition page of the ePEP outlining a clear plan to support transition.
- Primary DT completes **Transition Profile** including information on ‘how best to support me’ from the child.
- Primary DT, Social Worker and Carer ensure LAC attends Y6 pupil orientation days at secondary school.
- Primary DT considers TA support for regular small group transition work / extra supported visits.
- Primary DT uploads end Y6 attainment data, Y6 school report and Transition Profile to ePEP and shares with secondary DT.


Updated August 2019