

Checklist of duties for primary transition lead (Year 6 transition)

Name of secondary transition lead: _____

Year 5

- Use year 5/6 screening tool for transition' to identify pupils requiring an enhanced transition.
- Complete a 'transition: thinking ahead' form for each pupil identified.

Year 6, term 2:

- Make contact with secondary transition lead.
- Begin adding information about identified pupils to 'Information on pupils needing an enhanced transition' forms.

Key contacts and transition dates:

Primary contact

Name:
School:
Email:
Phone number:

Key dates:

Primary contact

Name:
School:
Email:
Phone number:

Key dates:

Primary contact

Name:
School:
Email:
Phone number:

Key dates:

Year 6, term 4:

- Complete 'Information on pupils needing an enhanced transition' forms and send to secondary schools once school places are known.

Year 6, term 5:

- For each vulnerable learner, meet with secondary staff and parents and create an 'enhanced transition action plan'.