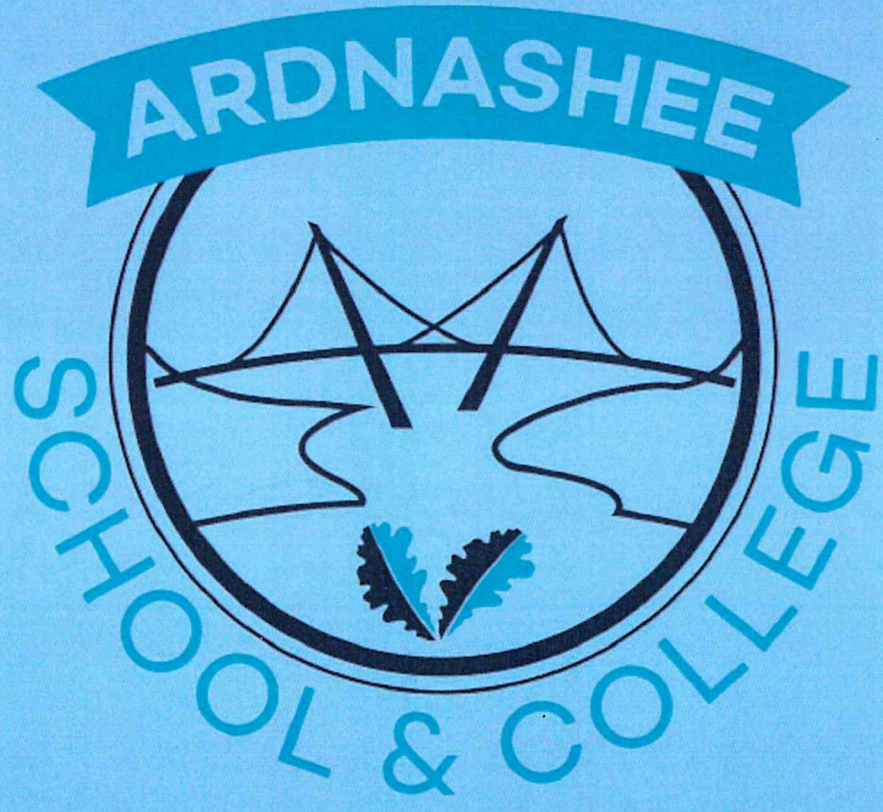




Induction & Transition Policy



Moving in: Welcoming families to their journey through the Ardnashee Pathways

Welcome to Ardnashee School and College. The Induction and Transition policy provides information for staff and parents on the processes and timelines relevant to each stage of the transition journey from your child's entry at age 3 to their exit at age 19. We work closely with allied services and other agencies to support your child throughout their educational journey. The learning and pastoral pathways they will travel on are bespoke and responsive to their individual needs.

Enrolment Process

Students are enrolled in Ardnashee School and College on the advice of the Special Education Department of the Education Authority and your child will have a Special Educational Needs statement (or a statement is pending from an assessment with the Educational Psychology Department - nursery only).

Induction Process

Once ASC is identified as a suitable and preferred placement it will be named on the statement and the induction process will commence. This will involve the following stages:

1. The Education Authority will approve the placement and notify parent/ school VP for pastoral care
2. The EYFS manager will read the statement and prepare class lists based on the most appropriate form class
3. The EYFS manager will contact parent and arrange induction meeting (parents only) and will receive an information pack including information about the school uniform, school meals (if appropriate) and transport.
4. New pupils will be invited to attend a stay an play with parents into form classroom (August). During this visit, teachers will share the overview of the induction timetable for September. This induction phase is of high importance to allow time for your child to transition effectively.
5. EYFS pupils will follow an induction timetable and work towards their full school day by October.

Parent Support Group

Home school links are vital to a successful school journey for your child. We use the Seesaw App for direct communication (See seesaw policy) as well as phone calls or face to face meetings outside of directed teaching time for writing Personalised Learning Plans and completing Annual Reviews. We recognise the unique challenges families might face when supporting a child with learning difficulties or complex medical needs. Our EYFS Key Stage Leader Mrs Brid Cutliffe provides an annual overview of family support, training, advice and will provides links to agencies for all parents/ carers of children and young people who attend ASC.



Moving up: preparing for the post primary journey!

Transition for Key Stage 2 Into Key Stage 3

Transition to post primary school is a major milestone in a child's education and getting ready to 'move on up' to post primary is an important part of being in Primary 7. As the last year of primary school goes by so quickly it is timely to begin the transfer review process early in the school year. It is really important to provide an opportunity for parents/carers and the child/young person to give their thoughts, views and opinions about placement options for Year 8. This will involve an initial phone call from your child's teacher and then a meeting to look at your child's Statement of Special Educational Needs / Year 8 placement options. In preparation for this meeting, your child will have the opportunity to complete a pupil contribution form. You can help them with this or the class team can assist using photographs with your permission. Your contribution is also very important and the school will provide you with a parent contribution form. The Educational Psychology Service may be asked to be part of the review process if a change of placement is being considered or if there are any significant changes needed to the Statement of Special Educational Needs.

To support a high level of consultation prior to transition to post primary, your child's Primary 7 teacher will:

- Contact you to discuss placement options for Year 8 before 30th September.
- Schedule a Transfer Review meeting giving 6 weeks' notice usually before 30th November.
- Consult with other professionals from Allied Services requesting up-to-date reports and inviting them to the transfer review meeting as necessary.
- Invite the Educational Psychology Service to be part of the process if appropriate.
- Send all transfer review documentation to school administration staff before 30th November for uploading to the Education Authority.

Finally, to ensure a smooth transition to post primary the primary staff will:

- Create a communication passport to share with post primary staff.
- Support a transition programme with some post primary taster sessions, our KS2 friendship groups and/ or school visits.
- Work with post primary staff before and after transfer.
- Celebrate graduation at our annual prize giving.
- Share welcome videos and social story for use over summer months.
- Arrange for your child to meet the new class team over a 2-day short induction period in August or as arranged by the new school team.



Moving on Up: Pathways to Post 14

Transition for Key Stage 3 Into Key Stage 4

Young people with Statements of SEN will have annual reviews of their Statements until they leave school or until they cease to have a Statement (whichever is the earlier). The expectation is that during the Year 9 annual review of the young person's SEN Statement, the transition planning process begins and a Transition Plan is prepared in the light of these discussions. This Transition Plan is expected to cover both on-going school provision and plans for post-school arrangements.

http://www.niassembly.gov.uk/globalassets/Documents/RaISe/Publications/2014/employment_learning/6514.pdf cited January 2017.

Transition Planning for 14+

Planning for transition into life beyond Ardnashee School and College includes the fourteen plus Transition Review organised by Year 10 form tutor alongside the 14+ Transition Manager. During this time, you will be invited to a transition meeting where a transition plan is created. This may involve professionals from Allied Services and other agencies where necessary.

The purpose of the initial meeting is to assess student needs and agree the most appropriate learning pathway using the ASC Learning Pathways Curriculum to inform options for key stage 4. The team will agree actions that need to be considered for a successful transition into KS4.

The 14+ plan is then reviewed annually as part of the annual review process until they progress to year 15 in Ardnashee School and College. When a pupil is in their final 2 years of Ardnashee School and College, preparation for adult life becomes a key focus of their curriculum and programmes and a timeline of meetings to ensure they are ready for life beyond school are organised by the Post 16 Transition manager.

September:	Compile class lists and identify 14+ transition students.
January:	Share letter with Parents / Carers and Allied Services inviting them to the Annual Review 14+ meeting.
February:	Prepare sample 14+ document and meet with form teachers to outline how to deliver 14+ meeting and their role on this.
March / April:	14+ transition meeting held with parents / carers, Form Teacher, EA Transition Manager, EA Careers Advisor and Allied Services



Moving out: Life Beyond Ardnashee School and College

Transition from School in Post 16 or Post 19 Further Education/ Programme

Student centred planning is key to the success of transition planning at Ardnashee School and College and we offer a very personalised approach to the process. From Year 13 students may opt to transition into a community based or further education programme if they are ready to graduate from school. We recognise that this is a difficult time for our ASC families and we have agreed a structured timeline to ensure parents/carers are not confused or overwhelmed throughout the process. During the final transition year for school, graduates and parents/ carers will participate in a variety of meetings to prepare learners for life beyond school as follows:

September to October	Post 16 Transition Manager will prepare and share the list of graduates for the year ahead by liaising with post 16 form tutors and linking with EA Transition Manager and WHSCT Transition Managers. Staff begin the Transition Plan 'All About Me' booklet and share with EA Transition Manager.
October	ASC Transition Manager meets with EA Transition Manager/ WHSCT managers and assesses SEN need and contacts made with possible placement providers. From this an action plan is identified for individual students and shared with parents/carers and multi-agency teams.
November	Transition Information meeting held for parents and hosted by ASC Transition Manager, Curriculum VP, EA Transition Manager and WHSCT Transition Officers at ASC. Careers Advisor also invited to attend meeting and multi-agency staff where necessary.
January	Information Day hosted at ASC and chaired by EA Transition Team bringing all post school placement providers and further education establishments together to market and offer advice to parents of graduates. Parents/carers invited to submit expression of interest to placement providers and process of confirming new placements then commences. Financial advisors on young adult benefits is available at this time.
February	Annual Reviews and Transition Reviews completed with team to include: Parent, Form Teacher, EA Transition Officer, Multi – Disciplinary team were applicable, WHSCT Transition Officer as well as managers from placement providers.
March	Transition Reviews collated and sent to Education Authority.



April Induction Process for school leavers into placement programmes as taster sessions where the provider can accommodate students.

June Graduation and presentation of Record of Achievement.

Each Parent / Carer is provided with an Ardnashee Brochure which provides them with this information in Post 16.

Commitment to Life Beyond ASC

Tracking Transition Post ASC

The KSL for Post 16 records data during the transition year and for a period of two years from the date pupil exits the school. We monitor the success of placements to successfully evaluate the programmes on offer in the wider community. We continue to work closely with the Education Authority Transition Officer, the Western Health and Social Care Trust Transition Officer and Transition Managers from the community and further education establishments to ensure transition planning is fit for purpose.

Transition Management Link Team

EANI

Transition Manager: Mrs Roisin Kielty

Telephone: 028 82411411

Email: roisin.kielty@eani.org.uk

WHSCCT

Transition Managers: Mrs Jane Hewitt and Mrs Janet Stewart

Email:

janet.stewart@westerntrust.hscni.net

jane.hewitt@westerntrust.hscni.net



Appendix 1

Please find below a list of links for parents to support children's transition in different stages of their educational journey. Our school website is also used to share important transition information.

<https://www.eani.org.uk/services/pupil-support-services/transition>

Early Years

<https://www.eani.org.uk/services/pupil-support-services/autism-advisory-intervention-service-aais#aais-early-years-transition-to-school>

Videos "Transition to pre-school"

<https://www.eani.org.uk/services/pupil-support-services/sen-early-years-inclusion-service-sen-eyis>

Starting school guide for parents

<https://www.eani.org.uk/sites/default/files/2020-06/Starting%20School%20Guide%20for%20Parents%20%28SEN%20EYIS%29.pdf>

Early Years information for parents

<https://www.eani.org.uk/sites/default/files/2020-05/1.%20Information%20for%20Parents.docx>

Parents resource pack

<https://www.eani.org.uk/sites/default/files/2020-05/3.%20Parent%20Resource%20Pack.docx>

All about me book

<https://www.eani.org.uk/sites/default/files/2020-05/4.%20All%20About%20Me%20book.doc>

<https://www.eani.org.uk/sites/default/files/2020-06/All%20About%20Me%20Pre-school.pdf>

Booklet for pre-school going to Nursery

<https://www.eani.org.uk/sites/default/files/2020-05/7.%20Booklet%20for%20preschool%20going%20to%20nursery.docx>

All about me Primary

<https://www.eani.org.uk/sites/default/files/2020-04/All%20About%20Me%20Primary.pdf>

<https://www.eani.org.uk/services/pupil-support-services/sen-early-years-inclusion-service-sen-eyis#early-years-transitions>

<https://www.eani.org.uk/services/pupil-support-services/autism-advisory-intervention-service-aais#aais-early-years-routines>

Moving to P1

<https://www.eani.org.uk/services/pupil-support-services/autism-advisory-intervention-service-aais#aais-early-years-transition-to-school>



Visual Resources to help with Transition

<https://autismwestmidlands.org.uk/online-resources/visual-resources/>

Links regarding visual routines / sleep routine etc.

<https://www.eani.org.uk/services/pupil-support-services/autism-advisory-intervention-service-aais#aais-primary-maintaining-a-routine>

Visual Routine for Home Symbols

<https://www.eani.org.uk/sites/default/files/2020-03/4.%20Visual%20Routine%20for%20home%20symbols.pdf>

Moving on up to Secondary School

Introduction

<https://www.eani.org.uk/services/pupil-support-services/autism-advisory-intervention-service-aais#aais-moving-on-up-transfer-support-pack>

Moving on up video and transcript link

<https://www.eani.org.uk/services/eatv/teacher-videos/aais-moving-on-up>
<https://www.eani.org.uk/services/eatv/parent-videos/moving-to-post-primary-school>

Literacy

<https://www.eani.org.uk/sites/default/files/2020-06/Transition%20to%20post-primary%20school%20-%20Literacy%20Service%20guidance%20for%20parents%20%26%20carers.pdf>

Primary Booklet

<https://www.eani.org.uk/sites/default/files/2020-09/Moving%20to%20Post-Primary%20School%20%E2%80%93%20booklet.pdf>

Reading your timetable

<https://www.eani.org.uk/sites/default/files/2022-05/5.%20Reading%20your%20New%20%20School%20Timetable.ppsx>

Timetable example

<https://www.eani.org.uk/sites/default/files/2022-05/6.%20Colour%20Coded%20Timetable%20Templates.pdf>

Power point for transition support available from class team in Ardnashee School and College.



Appendix 2

Samples of social story templates (EYFS/ KS2-Year 8/ Post 16 to New Placement) will be prepared accordingly and stored in the ASD library of resources.

Once the children are allocated to a class / key stage, the form teacher will be able to prepare social stories if required for students.

- Samples of Team Induction Booklets
- Samples of Communication Passports
- Info from WHSCT/EA transition teams
- Parent Support/ Workshops
- Friends of Ardnashee info for parents and how to sign up



Date ASC Staff Consulted Lead by CG/ SCR/ BC/ SMCC/DG	26/11/22
Date Ratified by ASC Board of Governors	
Chairpersons Signature	<i>Husling Bonner</i>
Principals Signature	
Review Date	November 2025