



## Transition Protocol – Key Stage 4 to Post-16 provider

### **The context:**

This protocol applies to all provision, not just that which is collaborative. The beneficiary of the Transition Protocol is the student and it will apply to all students making a transition from school to another learning provider within the Partnership.

The Transition Protocol is about student support rather than selection. The information provided will not be used to select students. The aim is to support the smooth and successful transition of young people from schools to colleges / work based learning providers at 16. To enable support to be put in place as necessary for each individual, schools need to provide timely information to colleges and work based learning providers.

Schools hold a wealth of information on students and will welcome the opportunity to support each student's progression by sharing relevant information. This is particularly important for students who have been receiving additional support or guidance, such as mentoring, who have specific needs or for whom there are safeguarding issues.

It is acknowledged that there is a need to reduce the administrative burden on schools by minimising the number of forms they are required to complete for transition.

### **Data protection:**

- Schools will ensure that they adopt and advertise an amended Privacy Notice which will allow the sharing of information to post-16 institutions, in accordance with the Data Protection Act 2018 and GDPR.
- Post-16 institutions will ensure that they use the information for the agreed purpose, in accordance with the Data Protection Act 2018 and GDPR.

### **Protocol detail:**

- To allow for continuity of support for each individual, schools will share information with post-16 institutions at an appropriate time.
- Schools will complete individual forms for every Year 11 student providing information on academic performance, behaviour, attendance etc, support needs, mentoring, special requirements for exams etc. which will help post-16 institutions to better support the young person during and after their transition at 16.
- Forms will be pre-populated by Darlington Borough Council where possible and schools will strive to use existing systems to reduce administration.
- Schools will pass the forms to the 11-19 Partnership by the date specified in the timeline.
- Information forms will normally be shared with post-16 institutions after students have been offered a place on a course. Colleges and other post-16 learning providers will provide the 11-19 Partnership with a list of students from Partnership schools who have been offered places. The Partnership will then provide copies of the relevant information forms to the post-16 institution.
- DBC will arrange Transition Support Review Meetings in schools with post-16 providers and other relevant agencies to discuss the needs of students transferring at 16. If a suitable meeting already takes place to discuss the support needs of Year 11 students at an appropriate

time then the school may choose to invite the colleges and other relevant providers to that meeting.

- It is recognised as good practice that where possible, schools inform colleges or other post-16 providers about any access issues they are aware of when students attend an open evening, taster session or interview.

(This protocol is one within a series of protocols and should not be considered in isolation. Protocols may be reviewed and are subject to change)