



Transition Policy 2024 / 2025



Transition Policy 2024 – 2025



At Redwood we recognise the importance of ensuring smooth transitions for learners joining our school, moving classes within our school and moving onto alternative provision/out of area/further education pathways, employment and adult social care provision. We understand the importance of ensuring transition procedures are flexible and meet the unique and individual needs of learners and their families. Redwood will make every attempt to ensure that parents are involved at every stage of their child's transition to the school and future transitions.

Areas of Transition at Redwood:

- KS2 to KS3 Year 6 – Year 7 Primary transition to Redwood Secondary School
- KS3 to KS4 – Year 9 – Year 10 Transition within Redwood Pathways
- KS4 to Post-16 Transition – Year 11 - 12 within Redwood Pathways to Sixth Form provision
- KS5 + Transition from Redwood to Post 19 Further Education, Employment and / or Adult Social Care
- KS3 – Post 16 In year transfer out of Redwood School to alternative provision settings when needs can no longer be met
- KS3 – Post 16 In year transfer into Redwood School

KS2 to KS3 Primary transition to Redwood Secondary School setting

Transition at Redwood commences at the start of the academic year and continues throughout the calendar year. There are a range of opportunities over the course of the year to support a smooth transition for parents and the learners; these are explained in more detail below.

Redwood Tours

Throughout the year, there are scheduled opportunities for prospective parents to visit Redwood to look around, speak to staff and experience the learning environment Redwood has to offer. Parents do not have to have secured a place at Redwood to join a tour. Tours are open to any parent who has a child with an EHCP.

Redwood Parent Information Meeting

In the Autumn term Redwood Transition Team visit the feeder special school and hold a meeting to introduce themselves, provide pathway information, talk through the transition plan and answer any questions parents may have.

Redwood Parents Evening

Once a child is allocated a place at Redwood parents will receive information regarding the transition programme. They will be invited to a parents' evening at Redwood where this information will be shared and explained in more detail. This evening also offers an opportunity to parents to speak to staff and meet other parents.

Redwood Shape Days

Opportunities for learners to experience a day in the life of a Redwood learner. Additional opportunities and sessions are offered to those who may need additional transition time based on their individual needs. SHAPE days are part of our community calendar at Redwood where all learners take part in lessons, events and activities planned around learner's health, achievement and wellbeing. There are seven SHAPE days throughout the academic year.

Redwood Parents Coffee Morning

Coffee mornings are an opportunity for parents to visit the school and meet other parents/staff and learners from Redwood in an informal social setting. These mornings take place throughout the Spring and Summer term and parents are welcome to attend as many of the mornings as they like.

Redwood KS2 Transition Programme:

In conjunction with feeder schools (both mainstream and specialist provision) a transition programme has been developed and is reviewed each year to ensure maximum opportunity for a smooth transition for future Redwood learners. Meetings

take place in early September and continue throughout the year between a representative from the Local Authority (LA), our 2 feeder Specialist Schools (Newlands and Springside), Headteacher and Assistant Headteacher from Redwood responsible for Transition.

AUTUMN TERM 2024

Date	Event	Audience	Purpose
September 2024	Year 6 SEN school preference forms issued	Year 6 parents of Learners with an EHCP	Online registration of preferred school
September 2024	Year 6 consultation with Specialist Feeder Schools (Newlands and Springside)	Assistant Headteacher Link staff at Newlands Link staff at Springside Year 6 learners	To plan transition programme and gain insight into learner needs and abilities
October 2024	Meeting between the Headteacher, Assistant Headteacher and LA – Transition arrangements for Mainstream requests	Deputy Headteacher and Assistant Headteacher	To plan transition programme for mainstream schools
October 2024	Parent/Carer Information Meeting at Feeder Special Primaries	Prospective parents of Learners with an EHCP	Opportunity meet staff and learn more about pathways and transition
Autumn 2024	REDWOOD TOURS (individual tours on request)	Prospective parents of Learners with an EHCP	Small group non-prejudicial visit – opportunity to see school in action
Autumn – June 2024 -2025	Year 6 Annual Reviews	Mainstream, Springside and Newlands staff. Assistant Head Teacher or Year 7 Pathway Lead and EHCP team to attend meetings where appropriate	Information gathering/objective setting/parental questions and support
November 2024	LA consult with preferred or nominated schools for September 2025 Year 7 intake	Headteacher Deputy Headteacher	To gather views as to whether we can meet the child's needs where parents have chosen Redwood
December 2024	Observations and Engagement Sessions Staff from Redwood visit Newlands and Springside	Assistant Head Teacher, Year 7 PathwayLead and Teaching Assistant	Information gathering, observation and engagement with learners and staff.
January 2025	LA Admissions	Headteacher Deputy Headteacher LA Officers	Agreed mainstream intake with be confirmed
January 2025	LA notify parents of the school that will be named in the learners EHCP for September 2025	Parents Feeder Schools Redwood	Allocate places in Secondary
SPRING 2025	REDWOOD TOURS (individual tours on request)	Prospective parents of Learners with an EHCP	Small group non-prejudicial visit – opportunity to see school in action
January 2025	Observations and Engagement Sessions Staff from Redwood visit Newlands and Springside	Assistant Head Teacher, Year 7 Pathway Lead and Teaching Assistant	Information gathering, observation and engagement with learners and staff.
February 2025	SHAPE Day 1 Learner visit to Redwood with staff support	Newlands and Springside learners visit Redwood	Take part in community day with learners and staff at Redwood

SPRING TERM 2025

Date	Event	Audience	Purpose
February 2025	Year 6 EHCP's are amended to name appropriate Secondary School placement	Parents Schools	
March 2025	Shape Day 2 Learner visit to Redwood with staff support	Newlands and Springside learners visit Redwood Mainstream learners visit	Take part in community day with learners and staff at Redwood
February 2025	Half Term Holiday Club	Year 7 prospective learners – priority places	Opportunity for future year 7 to interact with other learners through enrichment – Places must be pre booked
March 2025	Information Sharing	Redwood & Feeder Primaries Staff	Redwood staff to visit Newlands/Springside/ Mainstream to meet with key KS2 staff to share learner information
March / April 2025	Parents Evening	Parents of learners in year 6 with EHCP's who have been allocated Redwood	Information sharing, opportunity to meet Redwood Staff and learn about Redwood
April 2025	Shape Day 3 Learner visit to Redwood with staff support	Newlands learners Springside learners Mainstream learners	Take part in community day with learners and staff at Redwood
April 2025	Parent Coffee Morning	Parents with confirmed places to visit	Opportunity to meet Headteacher, key staff and current year 7 learners

SUMMER TERM 2025

Date	Event	Audience	Purpose
Summer Term	REDWOOD TOURS (individual tours on request)	Prospective parents of Learners with an EHCP	Small group non-prejudicial visit – opportunity to see school in action
May 2025	Shape Day 4 Learner visit to Redwood with staff support	Newlands learners Springside learners Mainstream learners	Take part in community day with learners and staff at Redwood
May 2025	Parent Coffee Morning	Parents with confirmed places to visit	Opportunity to meet Headteacher, key staff and current year 7 learners
May 2025	Shape Day 5 Learner visit to Redwood with staff support	Newlands learners Springside learners Mainstream learners	Take part in community day with learners and staff at Redwood
May 2025	Information Sharing	Redwood Staff	Redwood staff to visit Newlands/Springside/ Mainstream to complete transition policy to practice documentation
May 2025	Half Term Holiday Club	Year 7 prospective learners – priority places	Opportunity for future year 7 to interact with other learners

			through enrichment - Places must be pre booked
June 2025	Shape Day 6 & 7 Learner visit to Redwood with staff support	Newlands and Springside learners visit Redwood Mainstream learners visit	Take part in community day with learners and staff at Redwood
June/July 2025	Tribunal hearings for any parent who has appealed against the naming of the school in the EHCP	Parents Schools LA	Opportunity for future year 7 to interact with other learners through enrichment
July 2025	Year 6 TRANSITION DAY	All learners with school support	Transition day for all year 6 across the LA
July 2025	Parents Evening	Parents of learners in year 6 with EHCP's who have been allocated Redwood	Preparation event for parents regarding learner starting at Redwood in September 2025
July/August 2025	Summer Holiday Club	Future year 7 – priority places	Opportunity for future year 7 to interact with other learners through enrichment – Places must be pre booked

Within Redwood **KS 3 and KS 4 provision**, there are **6 pathways**:

- **Boost** pathway is for learners who can access and benefit from academic and social opportunities in larger secondary settings. The pathway is designed to deliver the National Curriculum (NC) whilst offering bespoke opportunities within a small class setting. Redwood key specialist staff deliver this provision within local mainstream secondary schools. Learners on this pathway will continue to access the NC and will be able to gain formal accreditations based on their cognitive abilities and areas of interest. Alongside accreditation, learners will continue to focus on their personal and physical development.
- **Build** pathway is designed for learners who benefit from a more formal approach to learning. Learning is set up to be more functional and related to their own experiences. It is both skill and context based and encourages active engagement in learning. Learners in this pathway at KS4 will pursue accreditation that is appropriate to support the development of functional skills and increase independence.
- **Discover** pathway sits between Initiate and Build and is designed for learners who benefit from a more semi-formal approach to learning. Through a combination of tutor and specialist lead provision, the curriculum provides structured learning activities, including life skills, hands-on practical discovery, intensive interaction, and working towards accreditation where appropriate.
- **Initiate** pathway is designed for our learners who require a more informal curriculum. It has been designed to maximise the opportunities for developing independence and preparing for adulthood. Our curriculum provides a combination of structured learning activities based on learners' individual needs. With some semi-formal learning, this pathway responds to emerging needs, and this reflects our understanding that learners respond better where learning is set up to be more practical and related to real life situations.
- **Engage** pathway is designed for learners and young people aged 11-19 with complex communication and learning needs. They may also have a diagnosis of autism. Learners in this pathway benefit from a dedicated class space, purposeful learning environment that is built around their needs and focuses on structure and routine with smaller class sizes, access to specialist spaces, adaptive provision, and higher staffing ratios.
- **Experiential** pathway is designed for learners and young people aged 11-19 predominantly with profound complex learning needs and other significant difficulties such as physical disabilities, sensory impairments and/or severe medical conditions. Learners in this pathway require a higher level of adult support with both their learning needs and their personal care through delivering a holistic sensory based curriculum, we adopt a therapeutic approach to learning covering communication, thinking skills, personal, social and emotional development and physical development.

- *There is no ceiling on what learners can achieve and how they develop. Therefore, our pathways are not fixed, and learners may change pathway during their Redwood journey.

KS3 to KS4

Where possible and to encourage and promote the Pastoral care programme across the secondary department, learners would remain in their existing tutor groups from Key Stage 3 to Key Stage 4. This ensures continuity and consistency for learners, teachers and support staff. If changes do occur this will be as a result of detailed analysis and awareness of individual learner information to ensure the best possible outcomes for learners are achieved. To support this process teachers are responsible for ensuring that all relevant information related to the learners is shared. Some of the documentation will be transferred to colleagues in hard copy. However, some of the documentation can be accessed on the Arbor system and it is the responsibility of staff to access this information as part of the transition process prior to the start of the autumn term.

The foremost transition arrangements centre on informing learners and parents about the changes in the curriculum offer at KS4. During the summer term (Dates to be confirmed) learners and parents are invited into school where discussions take place in regard to the KS4 curriculum offer. Parents and learners are presented with a booklet and a presentation, which will allow them to make informed choices about their 'Leisure' and 'Vocational' options. As well as the broad curriculum on offer, KS4 also develop learners' independence through multi-faceted enrichment opportunities as learners have the opportunity to follow the Duke of Edinburgh Award Scheme.

SUMMER TERM 2025

Date	Event	Audience	Purpose
May 2025	Options Booklet distributed	Learners, parents, carers	Outline vocational and leisure options
June 2025	Options afternoon	Learners, parents, carers	Information dissemination regarding 'option' choices
July 2025	Deadline for option choices	Learners	Facilitate timetabling of option groups and confirmation of KS4 offer
July 2025	KS3 - 4 TRANSITION DAY	All learners with school support	Transition day for all classes at Redwood

KS4 to Post-16

Learners in KS4 receive internal and external careers information advice and guidance through consultations and 'open' sessions with Positive Steps Advisor. Time is also spent in Pastoral groups and the year 11 EHCP annual review meeting to discuss preferred options. In October each year Redwood invite parents/ carers of learners in Year 11 to an Open Day event. This event is also circulated to all SENCOs in Rochdale Schools and Rochdale Local Authority advertises the event on Redwood's behalf. This 'Open Day' event is an opportunity to visit school, to have a tour of the facilities, meet the Assistant Headteacher, Pathway Leaders and other staff. This is also an excellent opportunity for parents/carers to find out more about the pathways and provision on both sites Redwood and REEC.

Within Redwood **Post 16 provision**, there are **4 pathways**:

- **Boost, Build and Discover** learners continue to follow a curriculum pathway in Sixth Form that is built around learning employability skills and leading an independent adult life. Learners choose one of 5 vocational pathways working towards a BTEC accredited course alongside the DofE and Preparation for Adulthood programmes of study. Where applicable learners will participate in our supported internship leading to paid or voluntary employment. Alternatively, they may go onto further education at college.
- **Initiate** learners follow a similar model to above, but with a greater focus on independent living skills and developing skills in real life contexts.

- **Engage** learners are able to continue on their personalised programmes focusing on communication and regulation with an emphasis on Preparing for Adulthood.
- **Experiential** learners are able to continue on their personalised programmes focusing on sensory experiential learning with an emphasis on Preparing for Adulthood.

KS4 - 5 TRANSITION CALENDAR 2024 - 2025

Date	Event	Audience	Purpose
Autumn / Spring / Summer 2024 - 2025	Meeting between the AHT's and LA – Transition arrangements for Year 11 learners	Assistant Headteacher's LA Representatives Transition Team Adult Social Care	Initial indication of Post 16 destinations identified, places applied for and places confirmed.
October 2024	Parent/Carer OPEN DAY	Year 11 internal and external parents / carers	Opportunity to visit facilities and staff
Autumn / Spring / Summer 2024 - 2025	REDWOOD TOURS (individual tours on request)	Year 11 external parents / carers	Small group non-prejudicial visit – opportunity to see school in action
Autumn 2024	Year 11 Annual Reviews	Redwood staff and EHCP team	Information gathering/objective setting/parental questions and support
March 2025	Post 16 visits	Year 11 learners	Transition visits
March 2025	Confirmation of Post 16 School placement	Parents Schools	Confirmation of Post 16 pathway
March 2025	Independent travel training programme commences	Lynda Starkey / Samantha Greenfield Identified learners with REEC placement	Undertake independent programme in preparation for September 2025
May 2025	Post 16 Options booklet discussed /distributed	Learners, parents, carers	Outline vocational and leisure options
June 2025	Transition Coffee Morning	Learners, parents, carers	Opportunity for learners, parents and carers to meet together, gain information and prepare for September
July 2025	Deadline for option choices	Learners	Facilitate timetabling of option groups and confirmation of Post 16 offer.
July 2025	Post 16 tutor groups clarified	Learners Redwood Staff	Planning for September can be facilitated
July 2025	KS4- Post 16 TRANSITION DAY	All learners with school support	Transition day for all classes at Redwood
July 2025	September instructions and learner contact information sent to Year 12 intake	All confirmed learners	To ensure parents have information relating to transport, September procedures and school has emergency contact details

Post 16 + Transition beyond Redwood

Half-termly planning meetings take place with LA commissioner, Adult Social Care Transition Team, Positive Steps and school transition team to ensure appropriate and well-planned destination success.

The well-established transition programme at Post 16 ensures that all learners, parents and carers are aware of future provision within the local offer be that further education, employment or access to adult social care provision.

Learners on the Internship programme have worked through a package that provides education, employment, enrichment, independence and social opportunities for the Interns. This enables them to make the transition into adulthood by being work and life ready. The Internship Manager will transition Interns into either secured employment, voluntary employment, college or a combination of those three elements. Interns are supported throughout this process by school staff and Positive Steps. The Supported Internship programme has been running successfully for a number of years and has had a significant impact in terms of gaining interns paid employment. We are finding that the Interns are sustaining their positions in the workplace.

Post 16 learners also receive internal and external careers information advice and guidance through consultations and 'open' sessions with school staff and Positive Steps Advisor.

Learner's future provision is identified at EHCP annual review meetings. The careers and futures advisor lead in school is involved in this process and arranges visits, interviews and taster days for learners wanting to go on to further education and supports them through the application process. The transition team from adult social care become involved with and attend the EHCP annual reviews of learners with more complex needs in year 13 and 14 as they are coming up to 18 years. They begin an assessment process that generates a personalised budget that enables learners to purchase services with identified social care providers or access personal assistants. Redwood works closely with the adult transition team to find suitable providers, share information, and set up and facilitate visits. Most learners are successfully accessing services before they leave Redwood.

KS3-Post 16 In year transfer to an alternative educational setting

For Learners whom Redwood is no longer able to meet their needs, we work with outside agencies and providers to share information and find the best provision for them to be successful and safe. At KS4, if appropriate some learners leave Redwood at Year 11 and go onto further education. Again, the Positive Steps Advisor is involved in this process to arrange visits, interviews and taster days for these learners and supports them through the application process. Learners are further supported by Redwood's independent travel facilitators who begin the process of training learners to these new destinations.

KS3 – Post 16 In year transfer into Redwood

Any parent/ carer wishing to enquire about an admission should in the first instance contact the SEN Team at the Local Authority 01706 925140. Local Authority feel that Redwood would be correct place they consult with Redwood to see if there are places available and if needs can be met.

If you have any questions or would like to discuss any of the elements of this policy in more detail with a member of senior staff at Redwood please contact the school on 01706 750815.

Reviewing this Policy

This policy will be regularly reviewed by the governing body and updated annually in line with Redwood School's policy schedule.

Reviewed: September 2024

Due to review: September 2025

By: Adele Navesey-Hall (Assistant Head Teacher)