



TRANSITION POLICY

Status	Approved	Approval	Full Governing Body
Maintenance	Full Governing Body	Role(s) responsible	Head Teacher
Date Effective	July 2025	Date of last review	September 2026
Date of next review	September 2027	Date withdrawn	
Lead Professional	Acting Assistant Headteacher KS3	Location of policy	www.coltonhills.co.uk

Rationale

At Colton Hills School we understand the importance of a successful transition from KS2 to KS3 and want to work together in partnership with parents/carers, previous schools as well as other professionals to ensure the transition is positive for all children.

The role of our Head of Year 6 / 7 is to support a transition that begins in KS2 with our primary partner schools through a program of events. This includes year 5 children being invited to participate in our after-school programme of events, along with the opportunity for parents to view the school. During year 5 we also invite local primary schools to bring their year 5 cohort to experience a range of curriculum activities. As well as supporting ConnectEd PE activities that run throughout the year for KS1 and 2.

Universal Transition

Starting secondary education is a big step in a child's life. Colton Hills School aim to make the transition as seamless as possible for all students and families by completing the actions below:

Once allocations are made communication is made with primary schools to set up meetings with key primary school staff so they can share their knowledge of how students can be best supported once they join Colton Hills School. This knowledge is shared with relevant staff at Colton Hills School. Primary schools are also requested to complete the Wolverhampton authority universal transfer form.

Parents are sent information including an enrolment form which they are encouraged to complete thoroughly so they can share relevant information about their child. At this point key contacts are also shared with parents, and they are encouraged to contact if they have any specific concerns about their child's transition.

In July children are invited to spend two days at Colton Hills School, so they can meet other students in their form, become familiar with key staff members and start to learn the layout of the building and the expectations of secondary school.

Specialised Transition



A child will benefit from the support offered to all children. However, where it is felt, by the parents/carers, professionals or the individual themselves, that the child will need a more personalised transition plan, these views should be shared with Colton Hills School once students are allocated. In this case a meeting with the child, parents/carers as well as any relevant professionals will be arranged.

Where a child is supported by an EHCP or by a team of professionals (such as speech and language therapy (SALT), pediatrician, consultant or social worker) a specialist transition may be needed. A multi-agency meeting will be arranged so that parents/carers and all supporting professionals are clear about what support the child may need to make a smooth transition to Colton Hills School.

