Transition Processes used in 11/12

Transition Learner Identified

SEN/YPLA Review Request

- Request received from educational establishment/YPLA link
- Enter date in Transition Diary
- Allocation of Transition team member to attend review at weekly Transition meeting
- Member of Transition team attends review
- Complete *'Transition Review Visit'* Form
- Enter information on the *'Review Visits'* and *'Prospective Learners'* spreadsheet

Application Form

- Report run from BFC Report Manager.
- Info added to the Prospective Learners spreadsheet
- Learning Support letter & Learning Support FE Questionnaire sent to learner
- Young Person who is Looked After (YPLA) or Care Leaver (CL) learners contacted direct
- Returned info logged onto 'Prospective Learners' Spreadsheet

Other

This may be via:

- Phone call/enquiry
- Referral from Special Educational Needs Coordinator (SENCo), Connexions PA, Leaving Care Teams etc
- Section 139a
- Internal Transition including via School Links
- Interviews/Open Days

Information recorded on Transition Enquiry Form and *'Prospective Learners'* spreadsheet.

Learners learning difficulty, disability, medical condition or YPLA/CL status confirmed

Central Register

Evidence, including assessment reports, received is logged onto 'Prospective Learners' spreadsheet

Evidence put in 'In' box to be scanned onto the u:drive and linked to the Central register

Once scanned evidence is then put in 'Out' box and taken to the weekly Transition meeting and allocated to the team member/s for the appropriate assessment/s to be completed

Assessments

Transition Academic and Non Academic Assessment completed/YPLA & CL Assessment Form completed Via: In person, phone, with learner, parent, SENCo, other partied involved with prospective learner.

Info from assessment – update Prospective Learners Spreadsheet

Book any further specialist assessments required: Duty of Care, VI, HI, Dyslexia, Personal Care, Risk Assessment, PEEP, Access Arrangements, TASC

Using this info

Predictive Support Package

From the collated evidence and assessment processes a support package is agreed.

The predictive/suggested support package is logged onto Spirals as a 'non-live' file for each learner.

Transition Plan

Discussed with the Prospective learner and implemented as agreed.

May include: Support at Interview
Support at Enrolment
Transition Visits into college including taster visits/familiarity visits
Meeting key people

All activities completed are logged onto the Transition Enquiry Form