

TRANSITIONS

INFORMATION SHEET 9

All children go through transition stages in their school education. There are four main transition stages:

- ◆ Starting pre-school provision
- ◆ Pre-school to Primary
- ◆ Primary to Secondary
- ◆ Leaving school and moving on to adult services, work or further education

Some children and young people will experience changes in their schooling at other times e.g. when they change school due to moving house, traveller children moving to a new area, when a school closes etc.

CHILDREN AND YOUNG PEOPLE WITH ADDITIONAL SUPPORT NEEDS

When children and young people are nearing a transition stage, schools and other agencies/services must ensure that the Additional Support Needs of individuals are well planned for. Appropriate arrangements must be put in place to ensure that any changes in school education are made as smooth as possible to ensure continuity and progression.

The education authority will have routine arrangements which will ensure that most children and young people manage the changes to their education with sufficient support. Some children and young people will need detailed and planned individual arrangements to meet their significant needs.

Under the Act the education authority will liaise with relevant professionals and/or Lead Professional:

- ◆ for Pre-school children - seek information from the agencies it deems appropriate to help ease the transition no later than 6 months before the move to primary
- ◆ at other times of transition - seek information and advice from the providers of the next stage and appropriate agencies no later than 12 months before the transition date with particular liaison with a Lead Professional

The Education Authority must share information with other appropriate professionals in Care and Learning, Skills Development Scotland, Further Education Colleges and Higher Education establishments, at least 6 months before the child or young person moves to the next stage.

It is essential that permission is sought from the parents or young person before any information is shared.

The views of parents, children and young people must be a valued part of the planning process and their views must be sought and taken account of. They should be able to access support if required.

Schools and fellow professionals must ensure that there is early and well organised planning for transitions and that there is adequate support in place to help the child or young person and their family through the transition process. These needs and supports should be identified and planned for through the Child's Plan process.

The management of the transition process should be carried out by a key relevant person known to the family and child/young person. It is expected that this will be the Lead Professional for that child/young person.

Information regarding young people and transition from secondary school can be found in the resource "Hi-Hope Highland". This on line resource provides information on opportunities and services within Highland for young people in transition from secondary education to adulthood. It is at www.hi-hope.org or see CHIP+ website.

Some young people with very complex needs and/or disability may need enhanced transition planning. "My Transition Guide" and "My World Triangle" and "Transitions Bridge" may be useful tools to support this process. They might also prove a useful tool to be considered for all children/young people with additional needs at transition.

Go to: www.highland.gov.uk/transitionguideppp and www.gov.scot/Topics/People/Young-people/gettingitright/national-practice-model/my-worl-triangle

CHILDREN AND YOUNG PEOPLE WHO MOVE IN OR OUT OF THE HIGHLAND COUNCIL AREA

If a child or young person with a Co-ordinated Support Plan (CSP) moves in to the area The Highland Council must take on the CSP as it stands and provide the support outlined in it. It can then be reviewed at any time. This will be done through the Child's Plan process.

Similarly, if a child or young person moves from Highland to another Authority The Highland Council must transfer the CSP to the new Authority within 4 weeks of notification.

In some instances a child or young person may move into Highland from outwith Scotland with a Statement of Special Educational Needs. In this situation they will be assessed to determine if they have Additional Support Needs through the staged approach and if so appropriate support identified and outlined in a Child's Plan. Consideration will be given to compiling a Co-ordinated Support Plan if appropriate.

LEAVING SCHOOL

All young people must be offered the opportunity to stay on at school post 16 or have an identified destination. In preparing for leaving school the strengths, abilities, wishes and needs of the young person must be taken into account. Personal planning may identify needs such as skill building in independent living, money management, independent travel etc. which can then be targeted and developed in their programme before they leave school.

The school should ensure that the young person has sufficient information about the relevant choices of training or work places and college or higher education courses. It should also ensure clearly identified routes and agencies of support for young people at this time and that the adult services such as Social Work, Health and Skills Development Scotland are involved and planning effectively.

A Child's Plan meeting to discuss transition plans should be held at least 12 months before the young person leaves school.

Clear and informative communication between professionals, parents and the young person at all stages of transition cannot be stressed enough.

Parents of children (and young people 16 -17 years) can make a reference to the Additional Support Needs Tribunal if they feel the Authority has failed to comply with its duties regarding school to post-school transitions. Details of how to do this can be seen on information sheet 10.