



Transition Protocol – Key Stage 4 part-time learning with a host provider

The context:

The beneficiary of this Transition Protocol is the student and it will apply to all students who from aged 14, as part of their learning programme, study part-time at a host 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 another host provider (school, college / work based learning provider) at 14. To enable support to be put in place as necessary for each individual, schools need to provide timely information to host 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 host providers, 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 host providers at an appropriate time.
- An application form will be completed for each young person wishing to attend the host provider part-time as part of their learning programme in Key Stage 4. The form will include information on academic performance, behaviour, attendance etc, support needs, mentoring, special requirements for exams etc. which will help host providers to better support the young person during and after their transition at 14.
- It is recognised as good practice that where possible, schools inform host schools, colleges or other post-16 providers about any access issues they are aware of when students attend an open evening, taster session or interview.
- Information on young people with ECHPs will be shared with host providers by the home school at an appropriate time.

(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)