

Manchester Virtual School Guidance for Transition from Primary Year 6 to Secondary Year 7

Please contact a Virtual School PEP QA Teacher for advice and support at any stage

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Summer Y5	Autumn Y6	Spring Y6	Summer Y6	Autumn Y7
<p>Designated Teacher, Social Worker, Carer and Young Person to discuss secondary school choices at final Y5 PEP.</p>	<p>Young Person and carer to attend open days, taster days and information evenings at secondary schools.</p> <p>PEP held in Term 1 and transition support discussed.</p> <p>In Manchester all secondary school applications must be made by 31st October https://www.manchester.gov.uk/info/500322/secondary_school_admissions</p> <p>Social Worker and carer complete the Local Authority online application form with up to three choices. On identifying schools, they should first look to 'good' or 'outstanding' schools. If the school is judged less than 'good', there needs to be a strong rationale for the choice based on it meeting the young person's needs.</p>	<p>1st March Y7 secondary school places are confirmed by the local authority.</p> <p>Y7 places must be formally accepted along with any offer of transport (if applicable) by the deadline provided by Manchester City Council</p> <p>Social worker/carer accepts place and informs the designated teacher and Virtual School to enable transition planning to start.</p> <p>PEP held in Term 2 and transition support discussed. This should include secondary designated teacher details and any planned visits to the new school.</p>	<p>Primary designated teacher ensures designated teacher from secondary school attends the final transition PEP.</p> <p>Ensure that all transition sections of the PEP are completed, outlining a clear plan to support transition.</p> <p>Primary designated teacher, social worker and carer ensures young person attends Y6 pupil orientation days at the secondary school.</p> <p>Primary designated teacher uploads end Y6 attainment data and Y6 school report to PEP.</p>	<p>Secondary designated teacher ensures they have access to PEP, received and read all relevant information from primary designated teacher and social worker.</p> <p>Secondary designated teacher ensures all teaching and support staff have a copy of any transition plans and are confident in implementing the support.</p> <p>PEP held in Autumn Term. Round Robin from secondary staff used to inform PEP planning. Y7 attainment uploaded onto Welfare Call.</p>