**Families**

**Directorate**

Heather Flinders:

Strategic

Director

Families



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Dear Headteacher

# Waltham Forest Council - Transition from Primary to Secondary School

We all appreciate the importance of successful transitional arrangements for young people and schools. The Council is keen to promote a smooth transition from primary to secondary school for all young people. To this end, I have recently commissioned a Task and Finish Group of representative headteachers to try and ease transition between primary and secondary schools. A large number of ideas were discussed by the group, and it was finally agreed that a focus on developing a common transfer form for all primary schools to use when transferring pupils to a secondary school would have the biggest impact.

The DfE Common Transfer File (CTF) already covers a lot of crucial areas, namely:

* SEN status
* Medical flag
* FSM history
* In care flag
* Pupil premium
* School history
* Attendance history
* End of key stage assessment history

So, this new Waltham Forest form will supplement the DfE CTF. Based on the heads’ experience and expertise, it was thought useful to generate the new Waltham Forest transfer form to include:

* UPN
* Behaviour
* Attitudes to learning
* EAL
* Safeguarding (to be followed up confidentiality)
* How well the child will cope with transition/child views of this
* How well the child coped in lockdown
* Parental support
* Need for an interpreter for parents
* Supportive or poor relationships with other pupils attending the same secondary school
* Any other key issue for transfer

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It was also thought that it would be helpful to transfer a ‘best piece of writing’ from each child to support the transition process.

These proposals were presented to primary heads and to secondary heads at recent meetings, and were universally supported.

We are now working on the best ‘technical transfer process’ and will be in touch shortly once the details have been agreed.

I hope this initiative will be helpful. Please do not hesitate to contact us if you wish to discuss further.

Yours sincerely

# David Kilgallon Director of Learning and Systems Leadership