

Rationale for sharing – Website/Parent Communication Template

Dear parent/carers,

To support the rationale for sharing information as part of the transition process we have listed the guidance and documents which relate to this process.

The sharing of the transition data is considered necessary for the school to perform the following statutory functions:

- **The SEND code of practice 0-25:** 6.2 Every school is required to identify and address the SEN of the pupils that they support. Mainstream schools, which in this chapter includes maintained schools and academies that are not special schools, maintained nursery schools, 16 to 19 academies, alternative provision academies and Pupil Referral Units (PRUs), must:
 - use their best endeavors to make sure that a child with SEN gets the support they need – this means doing everything they can to meet children and young people's SEN; 8.6 supporting children and young people to be included and make friendships particularly at transition phases, Post-16- 8.10; 8.20; 8.22 to ensure information about SEND is shared with post-16 provider.
- **The Equality Act 2010** – Schools and colleges to provide equality of opportunity, reduce discrimination through effective information be sharing and well-placed to foster good relations for all children and young people. The Equality duty 2010 sets out that schools must avoid discrimination and promoting equality supporting the agenda of improving attainment and progression for all pupils, this applies to pupils, prospective pupils and former pupils.
- **Keeping Children Safe in Education 2024-** Part 1: to enable staff to plan for and work with the child's best interests at heart for their personal and academic development ensuring the best outcomes for children through the sharing of information that professionals have agreed is necessary and proportionate for the transition between educational phases. Additionally, for staff in the new setting to be able to intervene early where concerns may be raised, or a child need support
- **Working Together to Safeguard Children 2023:** all organisations and agencies should have arrangements in place that set out clearly the processes and the principles for sharing information. The arrangement should cover how information will be shared within their own organisation/agency and with others whomay be involved in a child's life. The GDPR and Data Protection Act 2018 do not prevent the sharing of information to keep a child safe. The effective education of children is in the public interest therefore the Local Authority believes the sharing of information to support a child's wellbeing and educational journey, and outcomes provides the legal basis to also share this information.
- **Education Act 2002, section 78 (applies to all maintained schools) and 2010 Academies Act, section 1** require schools to follow the National curriculum or provide a broad and balanced curriculum. **The National curriculum 2013, section 4**, sets out the requirement for maintained schools to plan stretching work for pupils whose attainment is significantly above the expected standard and have an even greater obligation to plan lessons for pupils who have low levels of prior attainment or come from

disadvantaged backgrounds. They should also respond to pupils' needs and overcome potential barriers for individuals and groups of pupils (Section 4 National Curriculum)

- **Education (pupil information) (England) Regulations 2005, Statutory instrument (S.I.) and amendments in 2005,2008,2016,2018,2019)** include the duty to keep curricular records updated at least once a year for every pupil. And that headteachers should share results of public examinations, vocational examinations or credits towards, National curriculum tests taken, any reviews of external marking agency of any National curriculum tests taken. With statutory assessment suspended for 2021 these records will be the Teacher Assessed outcomes and information required in lieu of statutory assessment information for these cohorts.
- **Common Transfer File** which applies to the information required to be transferred school to school at the point of any school move.
- **Supporting Pupils in schools with medical conditions 2014 (updated 2017) sets** out in statutory guidance what schools must do to support pupils with medical conditions including on offsite visits and at transition which must be included in a school's policy. Schools must comply unless there is a good reason not to.

If you object to the sharing of this information you have the right to raise this with the school's data protection officer

The additional information that consent is requested for if relevant to your child is set out below (following page):

The following is the information we would like to include on a case by case basis requiring your consent - we have set out the reason for sharing this. Teachers have a responsibility as set out in the Teachers Standards 2011 to ensure they are safeguarding pupil well-being and much of the requested information below will further support our teachers to support your child's new teachers to meet that expectation if it is relevant to your child.

Information to be shared for which consent is requested	Reason
inform the Secondary School that a pupil would benefit from additional transition activities if applicable	plan with the secondary school to support effective transition between Year 6 and 7 this year for your child if applicable
inform the Secondary school, if applicable, that there are strategies in place to support a pupil for new teachers to be made aware of but are not SEN	that any training or pupil specific information can be shared to best support the pupil from day 1 and to continue with strategies that have been effective in supporting the mental, emotional well-being of your child enabling them to be in class and engaged positively with their learning
inform the Secondary school, if applicable, of support through ELSA/external providers/ or there is information to support mental or emotional well-being of a pupil to be shared	effectively support the social, emotional and mental health of your child (If applicable) and ensure that any training or planning that needs to occur can do so before the child enrolls in September
inform the secondary school, if applicable, of any exclusion information	enable schools to prepare to meet a child's needs and be aware of any issues previously and how they have been overcome through support or agreements
provide Information about engagement in learning over lockdown	enable the Secondary school to know which pupils may have greater challenge in engaging in online/ remote learning in preparation for any future self-reliance needs and planning lessons from day 1
provide the Secondary school with information about general attitudes to learning	enable planning to occur to meet the needs of students and for grouping/ class set up to be established that considers this as an important aspect

Please note: we are seeking consent only for those aspects that the school has satisfied itself as the data controller that consent is required for. Not all these aspects will be relevant to all children. For all other aspects included the school is satisfied that the sharing of this information is necessary and proportionate to support the effective transition of pupils in Year 6-7 in 2024/25 and there is a lawful basis to share it. We will transfer the information we are required to in order to carry out a statutory duty even in the absence of consent.

We look forward to continuing to support your child to make an effective transition into their Secondary education.