

PARKVIEW ACADEMY

TRANSITION POLICY TIMELINE PLAN

(For students leaving ALP the following academic year)

Date Reviewed: November 2025



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Pre-Transition Preparation (Ongoing)

What Happens	By Whom
Student aspirations, concerns, and preferred pathways gathered informally through tutor discussions.	Tutor, Careers Specialist
Parents informed that transition planning will begin and how the process works.	Tutor, Careers Specialist, EHC Coordinator
For LAC/young people known to Social Care: invite Social Worker, Virtual School, IRO.	Designated Teacher

Spring – 1 Year Before the Learner Leaves

What Happens	By Whom
Identify learners who will be leaving ALP the following academic year.	Headteacher, Assistant Headteacher → Careers Specialist, Careers Coordinator, EHC Coordinator, Tutor
Student voice meeting to discuss goals, anxieties, strengths, needs, and possible destinations.	Tutor, Careers Advisor
Emotional and SEMH support offered.	School Counsellor, Tutor, Head/Assistant Head, Careers Specialist
Individual Transition Plan Timeline provided to learners, parents and carers.	Careers Specialist, Careers Coordinator
EHCP review for Autumn term is booked.	SENDCos

Summer 1 and Summer 2

What Happens	By Whom
Careers interview review.	Careers Adviser
Explore different options: colleges, apprenticeships, employment, supported internships, university (if applicable).	Careers Specialist, Careers Coordinator, Tutor
Attend college open days, virtual tours, or individual visits.	Careers Specialist, Careers Coordinator, Tutor
Begin identifying reasonable adjustments needed in possible next settings.	SENCo/EHC Coordinator
Emotional and transition support for students continues.	Counsellor, Tutor, Careers Team

Autumn Term – Term 1 (Autumn 1)

What Happens	By Whom
Early EHCP review for transition planning (all relevant professionals invited).	Head/Assistant Head, EHC Coordinator, Careers Specialist, Careers Coordinator, Tutor
Ongoing emotional/transition support.	Counsellor, Tutor, Careers Team
Begin applications for colleges, apprenticeships, supported internships, employment or university.	Careers Specialist, Careers Coordinator, Tutor
Information sharing with receiving settings begins (SEN information, risk assessments, behaviour plans, safeguarding information).	SEND officer, DSL, Head/Assistant Head
Regular transition reviews commence (continue Dec–July).	Counsellor, Head/Assistant Head, Careers Team, Tutor

Autumn Term – Term 2 (Autumn 2)

What Happens	By Whom
Ongoing transition reviews (Dec–July).	Counsellor, Head/Assistant Head, Careers Team, Tutor
Confirmation check that all applications have been submitted correctly.	Careers Specialist, Careers Coordinator
Continued emotional support.	Counsellor, Tutor

Spring Term – Term 1 (Spring 1)

What Happens	By Whom
Remaining EHCP Annual Reviews and transition meeting. Receiving provisions, parents, Prospects/LA Careers Service invited.	Head/Assistant Head, Careers Team, EHC Coordinator, Tutor

Summer Term – Term 1 (Summer 1)

What Happens	By Whom
Students attend taster days/transition days at receiving colleges or universities. Meet SENCo/ALS staff at the new provision.	Careers Specialist, Careers Coordinator, Tutor
Students transitioning to employment begin regular visits to employers.	Careers Specialist, Careers Coordinator, Tutor
Confirm transport arrangements (if applicable).	EHC Coordinator, Parents, Local Authority

Summer Term – Term 2 (Summer 2)

What Happens	By Whom
Transition packs given to learners on their last day—including external support services.	Head/Assistant Head, Careers Team, Tutor
Staff ensure students receive a formal goodbye and good luck celebration.	All staff
All SEN, safeguarding, and curriculum files securely transferred to receiving settings.	Admin, EHC Coordinator
Post-transition support options explained to parents and learners (checking-in, drop-ins, LA support).	Teachers and admin

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