



Transition Checklist: Starting Post 16 Education

Initial Steps

- ☐ Make contact with the Designated Teacher or the setting's equivalent member of staff
- ☐ Request a transition meeting between the current school, new sixth form/college and family
- ☐ Ensure that there is a Plan A/B/C to prepare for unexpected GCSE outcomes

Transition Meeting

- ☐ Find out what 'enhanced transition' the sixth form/college already offer
- ☐ Current school to share strategies that work and all to consider how these might be 'replicated' in the new sixth form/college
- ☐ Share any SEND information and find out what interventions are available that young person can access to meet needs
- ☐ Discuss how the young person will get to school and whether any support needed
Eg. travel assistance
- ☐ Clear transition plan for young person to see
Eg. visits to college, ending events at current school
- ☐ Information sharing- what would be helpful to share with sixth form/college and who should it be shared with Eg. SENCo, Head of Year/Department, Designated Teacher
- ☐ Agree the best method of communication between college/ home- who will be main point of contact for you as parent/carer and how often will communication take place?
- ☐ Most Post 16 communication will be directly to young person- do they need support with this or do you need to be 'copied in'?
- ☐ Arrange a review meeting for a few weeks into new term to discuss how the transition has gone and address any concerns in the new setting early
- ☐ Ask about the 16-19 bursary- whether eligible and when/how to apply

What could be included in a Transition Plan

- ☐ Identify key adults at new sixth form/college and start to build relationships prior to starting

- ☐ Additional visits to new sixth form/college. This could be supported by key staff at current school.
- ☐ Find out what the sixth form/college day looks like and what the expectations are regarding attendance so that young person is clear
- ☐ Create a Pupil Passport or equivalent with school which is shared with the new setting so teaching staff can understand child's needs and strategies to support
- ☐ Opportunities to meet new teacher/ key staff in relaxed setting. Eg canteen or social space, perhaps when other students are present to experience how that will feel
- ☐ Find out about enrichment/ extracurricular activities that the young person can take part in and that may support with building friendships
- ☐ Key adult could email or meet with young person prior to starting to check in regarding any questions or concerns

How parent/carers can support transition

- ☐ Support young person to access any enhanced transition activities
- ☐ If the Post 16 setting is communicating directly with young person, support them to check and respond to emails if needed
- ☐ Ensure the young person has the equipment needed for their chosen course
- ☐ If eligible, support the young person to apply for a 16-19 bursary
- ☐ On GCSE results day support the young person to share with the sixth form/college and accept their place

Further resources

See *Parent and Carer Resources > Supporting Transitions* on the *Virtual School Website*
[Parent and Carer Resources | Virtual School](#)

This resource was created in partnership with:

