

Primary to Secondary SEND Transition Checklist Part 1

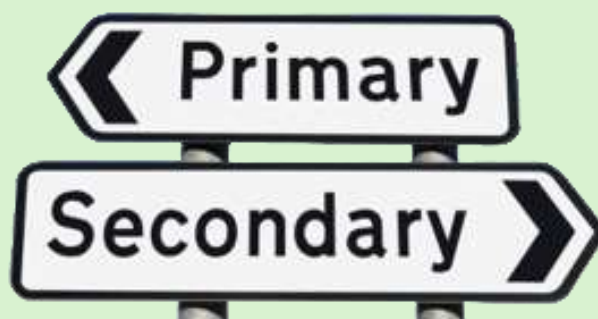
Early Preparation

- SENCo reviews SEND Support Plans / EHCPs
- Primary SENCo meeting held to identify:
 - Learning needs
 - Sensory needs
 - Social/emotional triggers
- One-page pupil profile completed (strengths, needs, successful strategies)
- Strengths, needs and communication strategies
Understanding of language
- Pupil voice gathered using:
 - "What I'm looking forward to" sheet
 - "Things I'm worried about" activity
 - Students identified for enhanced transition support

Reasonable adjustments

Examples

- Alternative timings/entrances
- Adjustments to recording and presenting work. Adapted expectations in line with SEN needs e.g. the amount expected will be revised for their needs.
- Support currently received in class on regular basis
- Lunchtime- alternatives to busy places.
- Physical resources required e.g. wobble cushions, alternative seating and slanted boards.
- Movement breaks allowed.
- Subtitles on videos to meet needs of hearing impaired students



Familiarisation with the School Environment

- Additional school visit arranged (small group or 1:1)
- Quiet tour completed including:
 - Form room
 - Toilets
 - Canteen
- SEN base / safe space
- Student practised walking key routes between lessons
- Locker use practised with staff support
- Photo booklet / digital transition pack shared with family

Understanding Routines & Expectations

- Sample Year 7 timetable explained to student
- Movement between lessons practised with time prompts
- Lunch routine rehearsed:
 - Getting food
 - Where to sit
 - What to do if anxious
- Equipment expectations practised (bag, pen, planner)
- What can they do independently and do they need further support such as assistive technology?
- "What to do if I'm worried/lost/late" plan taught explicitly

Primary to Secondary SEND Transition Checklist Part 2

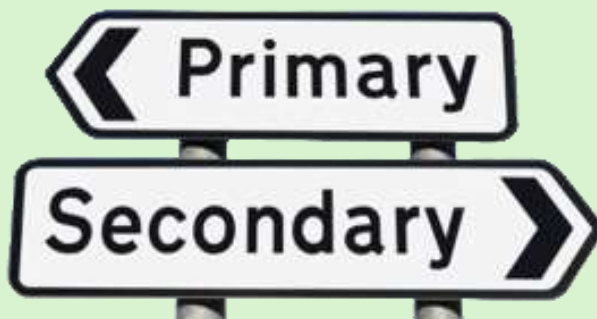
Emotional & Social Preparation

- Named key adult identified and introduced
- Student meets:
Form tutor
Head of Year
Pastoral Team
SEN staff / teaching assistant
- Transition passport completed with student
- Social story used to explain:

Starting the day
Asking for help
Break/lunchtime
- Calm-down strategies, self-regulation plan practised (movement break, quiet space) and risk assessment in place.

Enhanced Transition Activities (Summer Term)

- Student attends additional transition sessions making sure these are purposeful and enjoyable.
- Short supported lesson visit completed
- Lunch or breaktime trial attended with support
- Peer or staff mentor introduced
- Travel route practised (to and from school where possible)
- Attendance increased gradually if required
- Joint working with primary schools on shared projects over a period of a few weeks



Parent & Carer Engagement

- SEN transition meeting held with parents/carers
- School explains support available in Year 7
- Parents share:

What works at home
Early warning signs of distress
Pods involvement
Social Care Involvement
Current / emerging medical needs
Is the child a young carer?
Family background of things that may be relevant
- Reasonable adjustments agreed before September
- Key staff contact details shared

Agreed must haves for September 2026.
Please note all agreed actions in this section and following page if required.



Primary to Secondary SEND Transition Checklist Additional Agreements

A large, empty rounded rectangular area defined by a dashed black border, intended for writing additional agreements.