**Transition Planning at Chesnut Lodge**

**Year 9: Autumn Term**

Coffee Morning and chat with Secondary Phase Leader and Independent Careers Advisor.

Information will be provided about the provision available in Halton for pupils leaving Chesnut Lodge, as well as provision outside of the borough if required.

**Year 9: Annual Review**

Initial discussion into parent and pupil views on careers and transition planning will take place with the class teacher.

At this point school will recommend that parents begin to use the local offer to examine the various options available to Halton students for post 16 provision and support. School will also be able to provide ‘starting point’ information for parents to begin to use to start thinking about transition for their children.

The need for a pupil to be assigned to a transition social worker will also be addressed at this meeting, however, this will only be discussed in cases where transition is more complex.

**Year 10: Placement Enquiry Visits**

Parents and pupils to begin exploring and visiting potential placements for post 16 education.

Once a child has moved into year 10 it is advised that parents begin contacting potential placements to arrange informal visits to gain an idea about whether they think it will be a suitable placement for their child. Parents can visit as many placements of any variety as they like at this point.

NB: Starting these visits as early as possible in year 10 is especially important if there is a chance that an out of borough placement may be required for a child.

**Year 10: Annual Review**

Potential placements to be decided. Transport arrangements to be considered.

The year 10 annual review will be attended by the independent careers advisor as well as the school and team around the child.

A plan of any provision not yet visited will be decided and any support required for this will be identified. Transport requirements will also be discussed.

Out of Borough placement requests need to be made during the summer term of year 10 or autumn term of year 11, so decisions for these placements should be made at this point.

**Year 11: Annual Review**

Placement applications agreed. Transport requests to be agreed. Transition plan to be completed.

Annual review in the autumn term attended by the independent careers advisor and potential new placements if appropriate. Any late transition applications will be agreed. Transport/ travel training needs to be agreed. Plan for beginning transition visits etc. agreed.