



El Alsson
British & American International School



El Alsson British International School

TRANSITION PROCEDURES

Transition procedures are used between Key Stages (except for the transition between Y1 and Y2):

FS2 moving to Y1	(FS to KS1)
Y1 moving to Y2	(Early Years Y1 to Y2)
Y2 moving to Y3	(KS1 to KS2)
Y6 moving to Y7	(KS2 to KS3)
Y9 moving to Y10	(KS3 to KS4)
Y11 to Y12	(KS4 to KS5)

General

If a student meets the Progression Policy (see progression policy), then he/she will progress to the next Key Stage.

Special conditions may apply to students receiving Learning Support. In these cases, progression is based on a review of the student's IEP and the requirements to move onto the next year / Key Stage (see Learning Support & Progression Policies).

Students deemed by the educational administration to be unable to cope with or benefit from progressing to the next Key Stage will be blocked from transitioning. This will be determined through cause for concern meetings between the educational administration and school directors at the end of the 2nd term.

Student Information Transfer: The relevant senior manager will receive the Cause for Concern list from the previous senior manager about students during their time in the relevant Key Stage.

Each year the previous and new teachers will meet to discuss student progress and any other relevant details. This may include the senior manager of those departments if it is relevant or between Key Stages.

New teachers will receive info, at the beginning of the school year, for each child from the previous teacher that contains an informative summary about the student (academics, behavior, special needs) as well as any relevant assessments.

Student transfer to The American International School

Students transferring from British International to the American International at any point will follow the American International School Transfer Policy & Procedures & Promotion Policy, which may include baseline testing.

Early Years Y1 to Y2

This is an extra transition point due to it being the time when some students will opt to join the American International Elementary School after Y1.

Students whose parents have requested their child to move onto Y2 will be placed on the list for entrance to Y2. Requests are made by parents, through the Registrar during the Y1 academic year for the following academic year.

Placement/Shuffling: Student classes will be shuffled before entering the next year group:

- Class teachers and Year Group Leader, and the Deputy Head, will be involved in class placement decisions. The class lists for Y2 will be devised by the Early Years staff
- Splits will be based on:
 - Overall academic ability determined by reports, teacher input, and consideration of any ESL or LD needs
 - Relationships between students and families
 - Twins will be placed in separate classes
 - Gender
 - ASL or Christian Religion blocking of classes arrangements
- Students entering Y2 will meet as a Y2 block on the first day of school and be taken to a suitable location such as the gym or library and told which class, Y2A/E or C, they will be in for the year.

KS2 to KS3 (Primary to Senior School) Transition Procedure

Inline with the British International School Progression Policy any student transferring from Year 6 to Year 7 will be expected to achieve TCA level 4 by the end of Year 6.

Procedure for those who are not eligible for transition:

At the end of Y6 Term 1 any child that is working at level 2 will not be eligible for transition to the senior school so their parents will be called in and informed of this again at this point by the KS2 Deputy Head and the registrar will also be notified.

Procedure for those whose eligibility for transition is under review:

At the end of Y6 Term 1 any child who is working at level 3c/b will be monitored and their parents will be informed of this and The Progression Policy at the first Parents' Day by KS2 Deputy Head. Students who fall into this category will be discussed on a case -by - case basis with the senior school from the beginning of Term 2. Subsequently, if the pupil has made progress and will be able to achieve level 4 by the end of Term 3, then s/he will be eligible for transition to Y7 and the parents will be informed of this. If the child does not make the required progress, the parents will be called in by KS2 Deputy Head to inform them that the child will be blocked from transition. The registrar will also be informed.

Procedure for those who are eligible for transition:

1. KS2 Dept. will send the end of year TCA projected levels to KS3 Student Welfare and Achievement Manager (SWAM) during the first week of Term 3.

2. Year 6 class teachers will write brief comments if there are any academic or pastoral concerns for a specific student.

3. KS2 & KS3 pastoral management meeting will take place 2 weeks after sending the predicted levels to discuss the year group in general.
4. Year 6 Teachers to complete student profile. Profile will include:
 - TCA levels for Literacy , Maths & Science
 - Academic & Social Comment
 - To indicate if the student has been receiving support in any subject area (liaise with Learning Support Coordinator)
 - Comments about any parents that need to be passed on.
5. Year 6 teachers & Learning Support Coordinator meet with KS3 Subject Coordinators by mid - May to discuss student profiles.
6. KS3 SWAM will hold an orientation session in the primary gym, first week of June for students.
7. Taster lessons will occur in the senior school the following day.
8. Transition Units will be taught at the end of Year 6 (after the SATs are complete) but there will be no need to follow up at the beginning of Year 7.
9. MIDYIS baseline tests for Year 7 to be administered by KS3 at / around the end of Year 6.
10. Classes will be shuffled - using preset criteria - by the Year 6 teachers as requested by senior school. **This will take place in the summer term and the students will know their new class before they move into Year 7.**
11. N.C. & T.C.A. levels will be sent to the KS3 SWAM at the end of the academic year.
12. Completed SATs papers will be sent to KS3 SWAM at end of year 6 or beginning of Year 7 according to Senior School date request.