



TRANSITION POLICY

2017

Aim

To create a person-centred transition plan for school leavers and for those who move to other schools

School leavers Criteria

If a student's 18th birthday falls on or before 31st August the student will graduate in the June of that school year. If a student wishes to leave prior to this date the school will support the transition.

Procedure

- At parent /guardian – teacher meetings of students aged 12+ class teacher introduces discussion about transition. The teacher ensures that the parent / guardian has an up-to-date copy of *this* policy.
- A meeting of prospective parents/guardians of post primary students (twelve years plus) about the school leaving process will be held every 3 years; with speakers from adult services invited. School staff and students involved may attend.
- Involvement of students in discussions around transition is promoted. Each student is encouraged to contribute to his/her own transition.
- In June of the year before the student is due to leave parents are invited to a meeting with the Principal and class teachers of the school leavers. At this meeting, completion of the 'Referral form for HSE Funded Adult Service(s)' is discussed. At this meeting written consent is obtained from parents to forward all relevant paperwork with the Referral Form. (The most recent Individual Education Plan, end of year school report and most recent reports held within the school from the clinical departments are included, as relevant).
- At the start of the school year in which student is due to leave referrals are made to all clinical departments. The completed reports are forwarded by the clinicians to the Deputy Principal who ensures they are forwarded to the relevant Adult Service.
- Completed Referral Forms and relevant paperwork are returned to the class teacher by an agreed date. The Referral Forms and relevant paperwork are forwarded to HSE Disability Services, Admin Block 3, National Rehabilitation Hospital, Rochestown Avenue, Dun Laoghaire, Co. Dublin by the school.
- During the year in which the student is leaving, the manager of the HSE Disability Services comes to the school and meets individually with the school leavers, their parents and teachers.
- Towards the end of the year that the student is due to leave Individual Transition Sampling dates are facilitated to familiarise the school leaver with their proposed placement.
- The end of year school report from their final year will be forwarded by the Deputy Principal to the service.

Student moving to another school

Procedure

- If a student moves to another school written consent is obtained from the parent to forward all relevant paperwork to the new school.
- The class teacher writes a report which the Principal forwards, along with the most recent Individual Education Plan, to the new school. The Principal contacts all clinical departments and relevant reports are forwarded by the clinicians to the Principal who ensures they are forwarded to the new school.

Ratification of Policy

It is recognised that this policy may need to be revised/modified from time to time in light of ongoing evaluation.

This policy was adopted by the Board of Management on the 14th November 2017