*Working in partnership*



**Secondary Universal Transfer Form 2022-2023**

This form is now being re-launched following further feedback from settings in both the Primary and Secondary Phases. It is hoped that the attached form will support secondary schools in obtaining information to inform their transition planning for Y7 students; will enable primary schools to flag up any children who might need a more targeted or specialist transition. This single agreed form and its format will reduce the workload of primary colleagues as it has been devised to work with MIS including SIMS, Bromcom and Arbour. This form should not take the place of discussions between primary and secondary colleagues, rather we hope that it will inform those discussions and help settings to understand which children will require more support to have a successful transition. We know that information sharing is vital to a successful transition for students and ask that, when requesting and returning information schools clearly state any key personnel that should be contacted regarding transition or relating to individual students.

We ask that Primary settings complete the form and return it to the Secondary setting no later than 25th May or earlier if that is possible. Please don’t delay returning the form due to waiting for SAT results, teacher assessment is sufficient for this first stage of information sharing and planning. We politely ask that Secondary colleagues use this form rather than their own as completion of multiple forms for our primary colleagues is time consuming and not conducive to efficient use of resources.

You will find a SIMS report to support the completion of the form using data from SIMS. Reports for Arbour and Bromcom are already in those systems ready for use. If you use an alternative MIS, please contact your support provider. If using the template, please save it to your computer first before importing it into SIMS via Report | Import. To run the report select:

Reports | Run | Focus | Student | Universal Transition Form 2022

Should you experience any difficulties using it, please contact Jo Woodcock (Email: [Jo.Woodcock@wolverhampton.gov.uk](mailto:Jo.Woodcock@wolverhampton.gov.uk) or telephone 01902 554223).   
  
***With GDPR in mind, schools are asked not to share sensitive information on the form, but to flag up where additional information may be required.***

Finally, we would like to take the opportunity to thank colleagues for their support in reviewing this document and for including it in their transition processes.