

Transition Data – Secondary Schools

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Introduction

The #Southglosconnect Partnership Board (#SGCPB) is a Local Authority operated board that has a strategic role in developing and supporting a local recovery and re-imagining approach to education for the immediate and long term. One focus of the Board’s work on re-imagining students’ learning experience, centres on their transition between KS2 and KS3.

A great deal of information is already available to secondary schools within the Admissions Transfer File (ATF) produced by the local authority. However some information does not exist in the ATF, or in SIMS, and so an additional process is suggested to capture more information for Secondary schools in South Gloucestershire to ensure a smooth transition process from Year 6 to Year 7.

Primary schools will provide additional information not already recorded in SIMS, using a method similar to that already used in the end of key stage processes, to secondary schools securely. This method creates a file to be sent via an xml file from the primary school using SOFIE and imported directly into SIMS at the secondary school where the data can then be used to support the transition processes.

Transition 2022

Primary and Secondary phase representatives have reviewed the significant amount of work undertaken by Primary colleagues last year to support the transition of children from Year 6 into Year 7. The Pupil Portraits were invaluable, especially in the context of COVID.

The workload for Primary colleagues was significant. Considering this, combined with the ability to hold face-to-face visits this year, we will not complete Pupil Portraits. Instead, we will replicate the request for the electronic submission of additional pupil-level information.

This information will enable Secondary phase colleagues to ensure they have well-planned and supportive transition arrangements in place, that when combined with the Art of Brilliance 'Step up with Confidence' approach, will further develop pupils' dispositions for learning. Ensuring that the right students access the necessary support will lead to learner autonomy and a sense of agency.

Timeline

- 1) Secondary schools will receive the Admission Transfer File from South Glos admissions/IM team. This will arrive at the very beginning of March, in line with when parents are notified about secondary school places. The files will be imported into Information Management Systems (IMS), such as SIMS and Arbor. Integra are able to support this process.

Appendix 1 lists the contents of the ATF. It provides the necessary details for Secondary schools to make contact with their new Year 7 intake, to start building relationships with families.

- 2) The **additional pupil-level information** request will be shared with Primary colleagues by **Monday, 7 March**. This is to be completed in SIMS/Arbor, whichever IMS individual schools use. Integra are able to support this process, and a guidance document will be made available for Data Managers. The information can be gradually compiled over Term 4. In total, a six-week period for the completion of data has been planned into this timeline. The majority of fields have drop-down options to aid swift completion.
- 3) A second ATF will be transferred in April. This captures any updated information.
- 4) The deadline for the completion of the additional information is **Tuesday 3rd May 2022**. The completed mark sheet that contains the additional pupil-level data will be exported from the Primary schools' IMS into Secondary schools' IMS. Integra are able to support this process, and a guidance document will be made available for Data Managers.

Appendix 2 lists the additional data being requested. The data will be simple to filter and sort, and will allow Secondary colleagues to identify students who need additional support, as well as beginning the process of formulating teaching groups and tutor groups.

- 5) From 5th July, Secondary schools will be able to download the SATs data for their intake. Once Year 6 pupils have officially left the Primary school roll the Common Transfer File (CTF) is transferred.

The benefits of this approach

- Data is transferred directly from one IMS to another;
- Electronic record of key additional information is retained securely;
- Face to face transition visits can be prioritised for those pupils who need in-depth discussion;

Additional information ensures continuity of support and early identification of issues.

These notes guide you through how to import files from primary schools using SIMS. There are separate resources required for Arbor schools, with full instructions for import provided shortly.

The Steps

- In SIMS.net, import the **Transition Document 2022 - Secondary** wizard containing the resources.
- Select your pre-admission group for your new year 7 intake
- Open the marksheet and copy across additional information columns
- Share with your transition lead and Head of Year 7

From 3rd May

- Download the files from SOFIE (Data Officer) and save them in a secure area
- Import the .xml files from each feeder primary school into SIMS to add the additional information to the marksheet
- Run the individual reports, if required, eg. for use at transition meetings

If your school feeder schools use Arbor, this will be via an Excel import and we will provide additional support and resources nearer the time.

From 5th July

- Import the KS2 results

Once the students are on roll

- upload the report to the Document Management Server so that the document forms part of that student's record

Please note that all screen shots are for illustration only

Using the Wizard to Import Resources

We have used a “wizard” to import the Transition Document resources as this only requires one import routine for both the template and the report

Routines | Data In | Import

Use the magnifying glass to navigate to where you have saved the wizard and click **Next**. Retain the tick in the Overwrite with defaults box and click **Finish**.

Check through the Activity Log to ensure all elements have been imported successfully, this will list grade sets, result set and aspects along with the template “Transition Document 2022 – Secondary” and the Individual Report.

Creating a Marksheet

As the students have yet to arrive they should be in the pre-admission group set up as part of the admission processes earlier in the year. Please ensure that this group is kept up-to-date as you receive further information (2nd ATF and updates in Admissions Portal) from the SG Admissions Team.

From Focus | Assessment | Template

The screenshot displays the Focus Assessment Manager interface. The main window shows the 'Template Details' for 'Transition Document 2022 - Secondary'. The 'Basic' tab is active, showing fields for Name, Notes, Group Filter, and Course Link. Below this is a table for '2 Template Columns' with columns for Column Heading, Aspect Name, Result Set, Display, From, To, Formula, Read Only, and Hidden. The 'Marksheets' tab is also visible at the bottom.

Overlaid on the right is the 'Group Selector' dialog box. It prompts the user to 'Select the effective Group date' with a date range from 01/09/2021 to 31/08/2022. A list of groups is shown, including 'Assessment User Defined', 'Home Language', 'New Intake Group', and 'Year Group'. The 'Assessment User Defined' group is selected.

Column Heading	Aspect Name	Result Set	Display	From	To	Formula	Read Only	Hidden
PAG current school	PAG current school	Transition...					<input type="checkbox"/>	<input type="checkbox"/>
Primary School Con...	TD Primary School...	Transition...					<input type="checkbox"/>	<input type="checkbox"/>
Primary Sch Contac...	TD Primary School...	Transition...					<input type="checkbox"/>	<input type="checkbox"/>
Looked After Child	TD Looked After Chi...	Transition...					<input type="checkbox"/>	<input type="checkbox"/>
Pupil Premium?	TD Pupil Premium?	Transition...					<input type="checkbox"/>	<input type="checkbox"/>
Medical Issues	TD Medical Issues	Transition...					<input type="checkbox"/>	<input type="checkbox"/>
EAL?	TD EAL?	Transition...					<input type="checkbox"/>	<input type="checkbox"/>
Competency with E...	TD Competency wit...	Transition...					<input type="checkbox"/>	<input type="checkbox"/>
Home Language	TD Home Language?	Transition...					<input type="checkbox"/>	<input type="checkbox"/>
Parental req'mt inter...	TD Parental require...	Transition...					<input type="checkbox"/>	<input type="checkbox"/>
Service Child?	TD Service Child?	Transition...					<input type="checkbox"/>	<input type="checkbox"/>

Open the marksheet and add additional student columns, either from the template or from **Focus | Assessment Manager | Marksheet Entry**

SIMS .net: IMS Team
 Eocus Reports Routines Tools Window Help
 Back Forward
 Find Marksheet
 Search Open Print Browse Next Previous
 Marksheet Entry: Transition Document 2022 - Primary: All Year
 Save Undo Print Export Calculate
 1 Basic Details 2 Marksheet

1 Basic Details
 Notes
 Last Used
 Data entry for this Marksheet is complete

2 Marksheet
 Result Date: 06/03/2022 Membership Date: 06/03/2022 Refresh Summary Narrow Zoom Reveal Freeze Additional Student Columns
 Group Filter

Right click in Students and **Select Additional Student Columns**

Students	Looked After	Pupil Premium Ind	EAL	Medical Conditions	Previous School Contact	Primary SEN Contact Flag	Looked After Child	Pupil Premium?	Medical Issues	EAL?	Competency with English	Home Language	Parental req in interphase	Service Child?	Mental Wellbeing	Young Carer	ACEs	Complex Needs/Behav	Swimminging (by 6)	Ayres/Involved
ABBAS, Latif																				
ABBOTT, Jessica																				
ABDULLAH, Tamwar		Y																		
AHRA, Abjit		Y																		
AHRA, Alisha		Y																		
ACKTON, Charlotte																				
ACKTON, Simon																				

SIMS Select Columns to Display ? X

Available Columns

- Admission Number
- National Curriculum Year
- Registration Group
- Date of Birth
- Date of Admission
- Gender
- Ethnicity
- Home Language
- English Additional Language
- Free School Meals
- Examination Number
- SEN Status
- Previous School
- House
- Authorised Absences
- Unauthorised Absences
- Possible Sessions
- Percentage Attendance
- Application Status
- Asylum Status
- Class
- More Able
- Looked After
- SEN Need
- Age in years/months
- First Language
- Pupil Premium Indicator
- Interventions
- Medical Conditions
- Total Achievement Points
- Total Behaviour Points
- UPN
- UDF : Parish
- UDF : Single Parent Family
- UDF : Premature

Click to tick **Previous School FSM** And any others you may find useful

And click **OK**

OK Clear All Cancel

Data exists in SIMS for Previous School and FSM. Unfortunately this data cannot be shown on the Individual Report so to include this in the Transition Document, the Additional Student Columns can be added to the marksheet and then copied into the relevant columns.

2 Marksheet

Result Date 06/03/2022 Group Membership Date 06/03/2022

Group Filter

Right click in the **Previous School** column heading and select **Copy Column** from the options

Students	Previous School	Primary Sch. Contact Email
AKEMAN, Richard	Waters Edge Prima	
AKEMAN, Steven	Waters Edge Prima	
ALAMILLA, Sofia	Waters Edge Prima	
BALIK, Karolina	Waters Edge Prima	
BANIN, Valeriya	Waters Edge Prima	
BANKS, Chloe	Waters Edge Prima	

2 Marksheet

Result Date 06/03/2022 Group Membership Date 06/03/2022 Refresh Summary Narrow

Group Filter

Right click in the **Previous School | Transition Document** column heading and select **Paste Column** from the options

Students	Previous School	Previous School Transition Document	Primary School Contact Transition Document	Primary School Contact Email
AKEMAN, Richard	Waters Edge Primary Scho			
AKEMAN, Steven	Waters Edge Primary Scho			
ALAMILLA, Sofia	Waters Edge Primary Scho			
BALIK, Karolina	Waters Edge Primary Scho			
BANIN, Valeriya	Waters Edge Primary Scho			
BANKS, Chloe	Waters Edge Primary Scho			

Repeat for the Free School Meal columns.

These columns are now completed and can be used in the Report. Click **Save**

Transition Document Assessment Manager Template and Report

On Assessment Manager marksheets, additional contextual data (that was imported with the ATF) can be added so that the Head of Year 7 may see Ethnicity, Gender, Data of Birth etc. Such information may be of use when considering the make up of Tutor groups as well as the allocation of pupils to “setted” situations. Use these in addition to the data held in the marksheet.

Two additional blank columns for free text entry – where the Heads of Year 7 who may be administering the process can write in comments about Tutor group allocation and other information gleaned from the Primary visits.

The assumption here is that the Data Manager in the school will support the process below, but that a Head of Year 7 for example would wish to view the marksheets and manipulate some of the data to support the creation of Tutor Groups and understand the ability of the new intake. A marksheet quick reference sheet is available at the end of this document (page 14) to support colleagues.

However, so that marksheets are visible to the Head of Year 7 (who typically is not the Assessment Co-ordinator) it is important to make sure that this person has rights in SIMS to be able to see *all* marksheets. Your system manager could add the user into the “Senior Management team” group or give the user Assessment Operator (but not Assessment Co-ordinator) rights on a temporary basis. If neither of these options is suitable, please call the IMS team for further support.

On the template/marksheet there are the following Aspects. As well as the Transition Document information that the Primary and Junior schools have sent to you, we have also added the additional columns below:

Key Stage 2 TA and Test Results columns - these can be populated by downloading the KS2 results file available from 5th July (further notes will be available from the IMS team nearer the time)

Primary School - used to record the current school of the pupil for the Report or to add if this is missing

Proposed Tutor Group - allows the user to manually key in the tutor group they intend to place them

Extra information - could be used to record any extra information about the pupil – up to 1000 characters – such as any visits made to the feeder primary

These fields are also available on the Individual Report, these do not need to be printed for every student but only where, and if, appropriate. The reports should be uploaded to the Student records once they arrive in September (see page 13).

Marksheet columns

Below is a table to help you complete the marksheet, showing what type of data is required in each of the columns. It is not necessary to complete all of the columns i.e where there are no issues.

Column in SIMS marksheet	Possible Responses	
Primary School Contact Name	Free text	
Primary School Contact Email address	Free text, email format	
Looked after child	Y or N	
Eligible for pupil premium	Y or N	
Has English as an additional language (EAL?)	Y or N	
Either parent serving in the armed forces	Y or N	
Young Carer	Y or N	
Competency with English if EAL	A B C D E N	New to English Early Acquisition Developing Competence Competent Fluent N/A
Language spoken at home	Free text	
Parental requirement for interpreter	Y or N	
Medical issues	Free text (or copied from Medical Conditions column)	
Mental wellbeing	O (Of concern)	N (No concern)
ACEs Refers to Adverse Childhood Experiences Entre the corresponding number only	1,2,3,4,5,6, 7,8,9	DO NOT RECORD ANY TEXT or STATEMENTS ONLY RECORD AS NUMBERS IN SIMS
Current/historic safeguarding concerns	N H C CiN P	No concerns Historic concern only Current concern Current Concern – CiN Current Concern - CP Plan
Will the secondary school receive a safeguarding file?	Y or N	
Other agencies involved in working with this student	Free text e.g. Families Plus, Off The Record, EWO, CAMHS, Social care, Educational Psychologist, External mentoring agency	
Attendance concerns	Y or N	
Emotionally Based School Avoidance	O (Of concern)	N (No concern)
EHCP NA in progress	Y or N	
Reading Age at last assessment	Year/month, eg 11/6, 10/11	
Date of last Reading Age assessment	Free text, (requested format DD/MM/YYYY)	
Reading Scheme intervention	Free text e.g. PM Benchmarking, Accelerated Reader, Oxford Reading Tree, Rigby, Phonics Bug	

Column in SIMS marksheet (continued)	Possible Responses			
	A	O	B	SB
Reading judgement	Above ARE	On ARE	Below ARE	Significantly Below ARE
Writing judgement				
Maths judgement				
SPAG judgement				
Science judgement				
Organisational skills	4 3 2 1	High L		
Resilience for learning	4 (high), 3,2,1 (low) (as above)			
Listening skills	4 (high), 3,2,1 (low)			
Ability to manage own feelings	4 (high), 3,2,1 (low)			
Ability to communicate with others	4 (high), 3,2,1 (low)			
Ability to show empathy and understanding for others' needs	4 (high), 3,2,1 (low)			
Ability to work with others	4 (high), 3,2,1 (low)			
Ability to work independently	4 (high), 3,2,1 (low)			
Ability to manage change and adjust to the unexpected	4 (high), 3,2,1 (low)			
Ability to be responsible	4 (high), 3,2,1 (low)			
Ability to lead - potential for leadership	4 (high), 3,2,1 (low)			
Confident learner	4 (high), 3,2,1 (low)			
Motivated learner	4 (high), 3,2,1 (low)			
Any other information about this student you wish to share please comment	Free text			
Students to be kept with	Free text			
Students to be kept away from	Free text			
Will require transition support	Y or N			

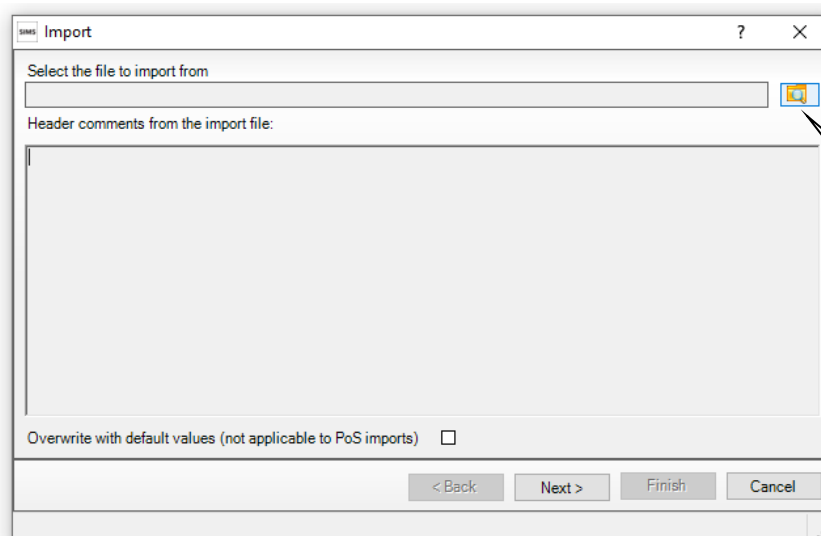
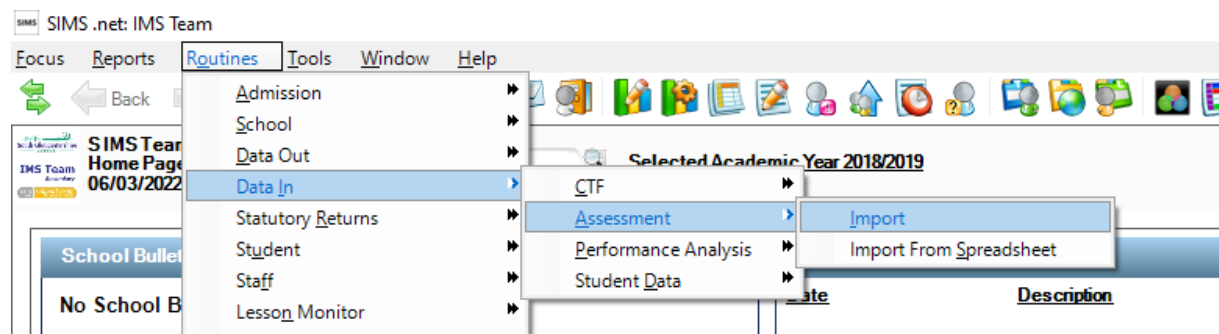
Not all users will see data in the Looked after column, if this is blank for all pupils please check that this is the case and not an issue with your SIMS view or permissions.

Importing the Data

Additional data from the primary schools will be uploaded to SOFIE by Tuesday 3rd May 2022. Once you have successfully imported the resources and downloaded the files from SOFIE you can start to import the data.

The .xml files from primary schools using SIMS will import directly into SIMS using the following routine. For schools using Arbor, you will receive an excel file requiring a slightly different import routine and we will provide additional notes nearer the time.

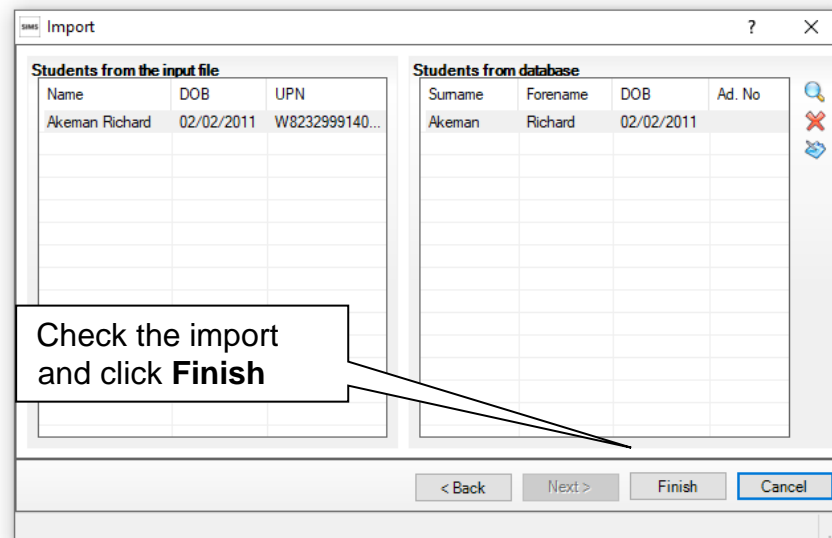
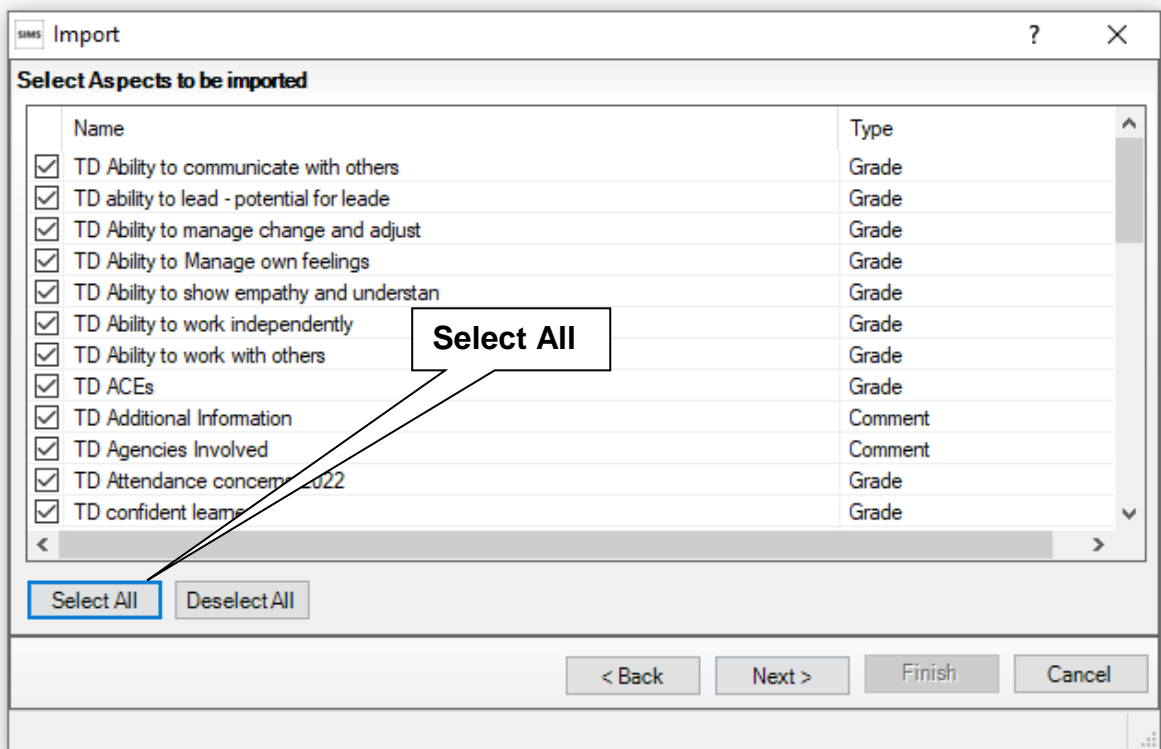
Routines | Data In | Assessment | Import



Locate the import file and click Next

Use the magnifying glass to navigate to where you have saved the files and click **Next**. Leave the Overwrite with defaults box empty and click **Next**.

Select **Import Results** and click **Next**.



If the file contains additional pupils in error, only data for those pupils already in your pre-admission group will be imported. This routine will not add additional pupils to the database, it only adds the marksheet data for those already there.

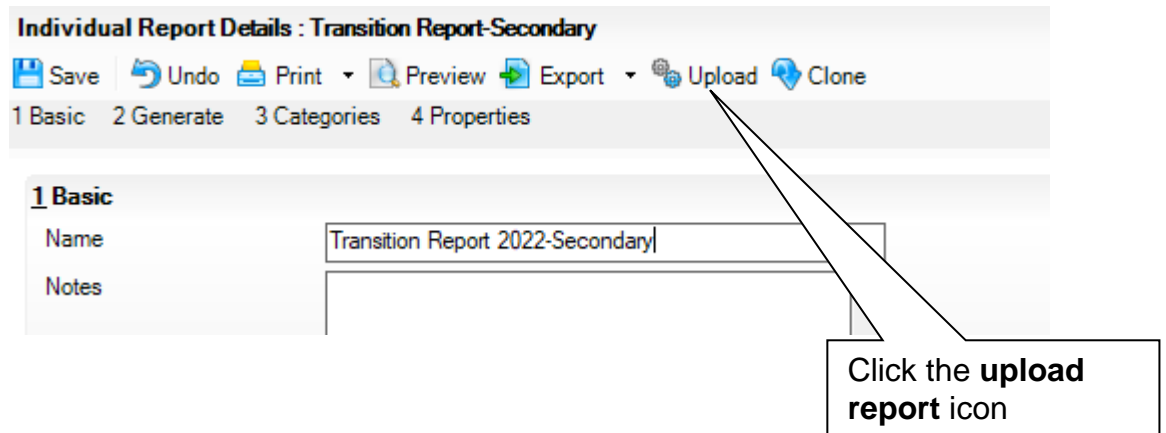
Check through the Activity Log for any errors and then close the import routine by clicking on **Finish**.

Uploading Reports to the Student Record (September)

The report is added for your reference and should be uploaded to the student record, however there is no Linked Documents access via the pre-admission record so this should be done once all the students are on roll in September.

Focus | Assessment | Individual Report

The report is called **Transition Report 2022 – Secondary**



To store the reports in SIMS so that you do not need to make paper copies of them, select **Upload** which is the sixth icon across (shown by the arrow above)

This will save a copy of all student reports to the **document management server** in SIMS which means it will be available from the **Linked Documents** shortcut on the Student Details screen.

If You Need Help

If you have problems with SIMS, you can phone the IMS support team on 01454 865300 or email us at IMSsupport@integra.co.uk.

Our mission is to constantly seek ways to improve the quality of our support materials. Please email us if you have suggestions about this topic.

March 2022

Example Report

Richard Akeman - Primary School Transition Form

Primary School	IMS Team	PP	Yes
Primary school contact	Mr Smith	Looked After	No
Email:	MrSmith@school.co.uk	Service Child	Yes
Will require transition support	Yes	Young Carer	Yes

SEN Type	SEN Need	EHCP NA in progress
		No

EAL	Competency with English if EAL	Language spoken at home	Parental requirement for interpreter
Yes	Developing Competence	English	No

Medical issues	y
Mental wellbeing	Of concern
ACEs	1,2,3,4,
Current/historic safeguarding concerns	Current Concern
Will the secondary school receive a safeguarding file?	No
Other agencies involved in working with this student	Families Plus, Off The Record, EWO, CAMHS, Social care, Educational Psychologist, External mentoring agency
Attendance concerns	Yes
Emotionally Based School Avoidance	Of concern

Reading Age at last assessment	Date of last Reading Age assessment	Reading Scheme Intervention
8/11	12/12/21	PM Benchmarking, Accelerated Reader, Oxford

Academic levels	Current judgement	KS2 TA	KS2 Scaled Score
Reading	At or On ARE		
Writing	Significantly Below ARE		
SPAG	Above ARE		
Maths	Below ARE		
Science	Below ARE		

Organisational skills	1	Ability to work independently	4
Resilience for learning	2	Ability to manage change and adjust to the unexpected	1
Listening skills	3	Ability to be responsible	2
Ability to manage own feelings	4	Ability to lead - potential for leadership	3
Ability to communicate with others	1	Confident learner	4
Ability to show empathy and understanding for others' needs	2	Motivated learner	1
Ability to work with others	3	<i>Where 4 is high and 1 is low</i>	

Students to be placed with:	
Students to be kept away from:	
Any other information about this student you wish to share:	To be discussed at visit