

London Transition Network

Early Transfer Form – ETF

Guidance Notes for Schools with Y6 and Y7 students - 2018

1. Aims of the ETF

- To enable the early transfer of information about Y6 students in the summer term before their transfer to secondary school. This is essential both for the students and for their primary and secondary schools at this transition point.
- To use school and LA data management systems to provide a simple, easy-to-complete common form for all primary and secondary schools to use for this early transfer of information about Y6 students.
- To enable a common system to operate across the partner LAs, who export and import students at primary-secondary transition.
- To cut down on form-filling by primary schools.
- To end the distribution of individual school forms by secondary schools.
- To give secondary schools the information they urgently need to have in the summer term in advance of receiving the CTF and validated KS2 data.

2. Process

- The Early Transfer Form is generated and prepopulated by the end of February by each participating LA from the Spring School Census and sent to their home primary schools.
- Primary schools complete the KS2 and additional information on the ETF during March.
- The ETF spread sheet is then returned to the primary school's own LA by the last week of the spring term (Ealing deadline is Thursday 22 March 2018).
- Each LA matches the ETF spread sheets with admissions information, checks the sheets, collates the information by high school and forwards them to secondary schools and partner LAs during May.
- The first version of the 2018 ETF will be sent to Ealing secondary schools by May 6 2018. A second version will follow in early July once KS2 teacher assessment data and test outcomes are available centrally¹.
- From the ETF spread sheet, secondary schools can then print an individual ETF record sheet for each student: these can be used in the discussions with primary schools.

¹ Following on from the major changes at Key Stage 2 in 2016, we continue to match the actual submitted teacher assessments in centrally this year following the national Key Stage 2 teacher assessment submission date (June 28 2018) rather than asking primary schools to provide an early indication of these.

- Also from the ETF spread sheet, primary schools can print individual sheets to use as references if these are requested by secondary schools outside the LA partnership.
- The Common Transfer Form (CTF) remains a statutory requirement: it is transferred electronically later in the summer term, as usual.

3. Points to note in completing the ETF at primary schools

- Our aim is to make the ETF spreadsheet speedy and easy to complete.
- Student background details on the ETF (address, ethnicity, country of birth, nationality, proficiency in English, SEN, DOB etc) should come to primary schools prepopulated by the LA from the School Census returns. Please note that **proficiency in English is now populating from the School Census so primary schools no longer need to add QCA EAL stages when populating the ETF.**
- New arrivals: please add their names and complete the relevant details.
- Individual information on other matters (e.g. G&T) is completed by selecting from choices and drop-down menus on the spreadsheet.
- **Primary schools are no longer being asked to complete predicted teacher assessments for end of key stage 2 so please leave these columns blank and we will populate them centrally following the national teacher assessment submission date (June 28 2018).**
- For students who have had contact with external services and/or with additional plans – SEN, LAC, CAF etc – the relevant flag can be selected from the drop-down menu. This also prompts schools to ensure that, where relevant, the additional plan also reaches the secondary school.
- **For special concerns, where a discussion with the secondary school would be particularly helpful, X should be marked in the column labelled ‘Confidential Information.’**
- **Where a student has received a particularly high level of support at your school, please also mark an X in the ‘Confidential Information’ column, so that the secondary school is alerted about this student’s needs.**

It is helpful for primary schools to add the secondary destination if known (particularly if a child lives in and is going to a secondary school in another borough so we can ensure their information is passed on) but for the majority of children we will be getting this information from our admissions teams so it is fine to leave this blank if you do not have this information easily to hand.

4. Points for secondary schools to note about using the ETF.

- No forms need to be sent out from secondary schools to primary schools in their own, or the other LAs in the partnership to collect Y6 information in the summer term.

- The ETF spreadsheet can be downloaded and used in the secondary school from early May this year, with the second version, containing KS2 teacher assessment and test outcomes, available from early July.
- It is important that it is passed on to the Head of Year, SENCO, Heads of English, Maths and Science and any other relevant members of staff. Where necessary, of course, the spreadsheet can be filtered before it is passed on.
- The ETF can be printed out as single pages, student by student: these individual sheets should then be used in meetings and contacts with primary schools.

5. See below for

- Contacts

We would be pleased to have your feedback on the process.

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London Transition Network

Protocol

Current partners: Ealing, Hammersmith and Fulham, Hounslow, Kensington and Chelsea, Westminster

Early Transfer Form

All London boroughs in the group are committed to improving the experience of primary-secondary transition for students, schools and families.

'Early' is the key word. We know that it is crucial for individual students' educational and personal (sometimes confidential) information to be transferred from primary schools to secondary schools well in advance of the CTF. This enables secondary schools to set up all the necessary arrangements for the Year 7 intake during the summer term before their transfer.

This process has to be managed effectively both between and within LAs:

- **Between LAs**

In our LAs alone (2015/16) between 21% and 36% of secondary students resident in a particular borough cross a boundary into another borough. Ealing sends more than 1300 secondary students to Hounslow; Hounslow sends over 1000 to Richmond and so on. Up to now, information on these students has rarely reached their new secondary schools in the summer term before transfer.

- **Within LAs**

Within LAs, secondary schools often send out forms of their own to collect information: this can leave primary schools under pressure to complete by hand information which will later be transferred through the CTF. And every form is different! A simple system is needed to remove this problem.

The Early Transfer Form is now part of the transfer procedure. It is designed to resolve these problems. It is implemented by the Data Management Team (for example, the Schools Research and Data Team in Ealing).

Protocol for the Early Transfer Form

1. Spring Term School Census is completed in January as usual.
2. LAs populate ETF spreadsheet for each of their own Primary Schools with all relevant background data from the School Census.
3. LAs export the ETF spreadsheet to their own Primary Schools.

4. Primary Schools complete individual student data and return the whole ETF spreadsheet to the schools' own LA (*NB. Primary schools are again not expected to populate the ETF with provisional teacher assessments in 2018. Submitted teacher assessments and test outcomes will instead be matched in centrally once available*).

5. Each LA matches the secondary school destination data, using Admissions records and check the ETFs as follows:

- Obtains their own LA's secondary school admissions list for all resident students
- Sorts this list by the student's primary school LA and send any relevant destination information to the partner LAs
- Matches the LA's secondary school destination information with the ETF files from the LA's own primary schools.
- Sorts the LA's own primary schools' ETF files by destination secondary school and LA sends on the ETF spreadsheets for primary school students moving to out-borough secondary schools to the other partner LAs.
- collates the incoming ETF information from the other partner LAs with its own primary schools' ETFs.
- exports the completed ETF spreadsheets to its own secondary schools.

6. NB: secondary schools DO NOT send out other forms. The ETF spreadsheet will print an individual A4 ETF sheet for every student which can be used by the secondary schools in their contacts with primary schools.

7. The individual ETF forms can also be used by primary schools to provide references for secondary schools not covered by the LA Partnership, if these are requested.

8. All partner LAs work as closely as possible to this agreed timetable:

September-October 2017	Open evenings and admissions applications
January 18 2018	National Spring Term School Census
February 22 2018	Early Transfer Form (ETF) pre-populated spread sheets are sent to primary schools, using School Census information
March 01 2018	School place offers sent to parents and schools
March 2018	Primary schools complete ETF spread sheets and return to the primary schools' own LA
March 22 2018	Final date for return of ETF spread sheets by primary schools to the primary schools' own LA

February 2018

April 2018	LAs check own primary schools' data, match with own Admissions data, export primary school data for out-borough students to partner LAs and receive and collate relevant primary school data from partner LAs
End April 2018	Final date for each LA to export relevant primary school data to partner LAs for inclusion in their ETFs
May 6 2018	Final date for LAs to distribute version 1 of ETF spread sheets (including in- and out-borough primary school data from the partners LAs) to own secondary schools
June 28 2018	Key Stage 2 national teacher assessment submission deadline
July 13 2018	LAs to distribute version 2 of ETF (containing submitted teacher assessments and test outcomes) to secondary schools