

SEND Education Transition Plan Checklist

Early Preparation (6–12 months before)

- ☐ Begin talking about the new school
- ☐ Identify key staff (SENCO, pastoral lead, form tutor)
- ☐ Request a transition planning meeting
- ☐ Share current support strategies and needs
- ☐ Review EHCP/IEP or request assessment if needed
- ☐ Collect information from primary school staff
- ☐ Confirm any specialist input (OT, SALT, mental health, EP)
- ☐ Identify and list potential challenges (sensory, social, organisation)
- ☐ Request reasonable adjustments in advance

School Familiarisation

- ☐ Tour the school (multiple visits if needed)
- ☐ Visit during quiet times
- ☐ Walk the route to school / practice transport
- ☐ Take photos of key places (entrance, toilets, lunch hall, safe space)
- ☐ Meet key adults and support staff
- ☐ Check where to go if overwhelmed
- ☐ Create a map / visual guide of school

Learning & Independence Skills

- ☐ Practise using a timetable
- ☐ Practise moving between rooms
- ☐ Practise organising bag and equipment
- ☐ Build confidence asking adults for help
- ☐ Prepare for homework routines and systems
- ☐ Introduce locker practice or organisation tools
- ☐ Review and teach self-advocacy skills (how to ask for support)



Emotional & Behaviour Prep

- ☐ Discuss feelings about change
- ☐ Teach and practise coping strategies
- ☐ Identify early signs of anxiety
- ☐ Agree safe space / calm plan
- ☐ Prepare scripts for asking for help
- ☐ Create social stories about transition

Friendships & Social Skills

- ☐ Find out if any familiar peers will attend
- ☐ Practise break-time plans
- ☐ Identify safe people to talk to
- ☐ Set up potential peer buddy system
- ☐ Support social scenarios role-play

Paperwork & Communication

- ☐ Transfer EHCP / IEP and reports to new school
- ☐ Share sensory profile / behaviour support plan
- ☐ Send transition passport / “All About Me” sheet
- ☐ Confirm reasonable adjustments
- ☐ Ensure supports are written into school plan

Final Prep (1-3 months before)

- ☐ Attend induction days
- ☐ Review timetable & routines
- ☐ Pack school equipment checklist
- ☐ Practice school mornings & travel times
- ☐ Create “first week plan” (including calm space)
- ☐ Visit school website / virtual tour
- ☐ Identify lunch options (quiet lunch if needed)



First 6 Weeks in New School

- ☐ Welcome meeting or check-in
- ☐ Regular adult check-ins
- ☐ Monitor anxiety / attendance / behaviour
- ☐ Adjust supports as needed
- ☐ Review timetable and break plans
- ☐ Update parents weekly (early weeks)
- ☐ Review progress & wellbeing
- ☐ Confirm staff contacts remain consistent

Family & Child Voice

- ☐ Child shared their views and needs
- ☐ Child helped choose coping strategies
- ☐ Parents consulted and updated
- ☐ Plans reviewed collaboratively

Notes

