|  |  |
| --- | --- |
| **Every Child Deserves a Good Start**  **Transition – FAQs**  **SENCo Briefings March 26** | |
| **Question** | **Response** |
| Is this something that all school must use or is it optional? | It was agreed at primary and secondary fora that this is the way transition information will be shared across the city. |
| Do we still need to get the parents to agree the letter that we had to complete previously to share the information. | No, providing schools explain on their website how information will be shared. This is explained under the yellow tab of the spreadsheet. |
| Is the spreadsheet meant to be used for all Y6 students or just those for SEND? | All Y6 students. The purpose to catch students that may normally be missed, therefore every student should be included. |
| How do we share this with secondary schools? Does it go to one central point or do we share parts of the spreadsheet with the relevant school? | This will be emailed to the transition lead within the secondary schools. If primaries have these details, they can share when they are ready. If not, they may need to wait for the secondary school to get in contact. |
| Do we need to complete one for each secondary school our pupils are going to? | No. Fill in all the information on one spreadsheet and filter for the school you are sending the information to. Make sure you copy and paste the filtered rows into a new spreadsheet. |
| Do we need to wait for parents to accept secondary places issued on offer day first? | No. This can be sent any time after National Offer Day. |
| Where do schools stand in relation to GDPR and sharing pupil data, especially when pupils may not go the settings named on offer day? | The spreadsheet is GDPR compliant. Even if pupils change settings, at the point the spreadsheet is sent the pupil is due to go to that secondary. To ensure GDPR compliance, please filter the spreadsheet and copy it into a separate spreadsheet before sending. |
| Assuming that each school completes the "**Every Child Deserves a Good Start**" form and returns it back to you, how is it protected and stored (i.e., are they all stored together?). I ask this because you will have a large amount of Personal / Sensitive data in one location, which would be desirable to cyber criminals / hackers. | The information will only be sent to the secondary school the pupils are due to go to. It’s not being stored centrally anywhere. |
| As soon as we have completed the sheet, when do we send it to secondary schools? | The spreadsheet can be sent as soon as it is completed. You don’t have to wait for the secondary school to make contact. |