

## **MAVISBANK SCHOOL**

### **Policy for School Leavers**

The transition for every young person from school to post school placement will be planned on an individual basis focusing on the needs of each young person. The aim is to make the transition from school to post school placement as seamless as possible.

In line with The Education (Additional Support for Learning) (Scotland) Act 2004 the planning begins no less than 12 months before the change takes place, so that the advice and views of the parents, the young person and other agencies can be sought. In practice however this normally begins at the start of the pupil's 5<sup>th</sup> Year.

#### **When planning for transition the school:**

- ensures that there is an up to date assessment of the young person's strengths and interests contained within their ASP/CSP. A school-college link programme, where appropriate, is undertaken from S6 onwards
- makes every effort to identify times and dates for reviews that are most convenient for parents
- ensures that all relevant professionals from Health, Psychological Service, Social Work, Voluntary Agencies, Respite Provision and, from S5 onwards, where appropriate, Careers Scotland and Colleges, are invited to attend reviews
- ensures that once a potential post school provision placement has been identified, other appropriate staff are invited to attend reviews
- makes the offer of accommodation within school to hold future lifestyle planning meetings
- arranges opportunities for key personnel to visit classes, to meet the young person and to liaise with class teachers and where appropriate other professionals, to discuss the young person's needs
- puts in place arrangements for the young person to make a series of visits to his/ her post school placement, initially with classmates and school staff
- seeks confirmation at the reviews that information from professionals working within Children's Services has been transferred to the appropriate person within Adult Services
- Prior to a young person moving on, a Graduation Ceremony will be held in school to which key personnel involved in the young person's life will be invited. The young person will also be invited to attend the ASN Leavers prom. A Profile of Achievement Book or DVD and a Communication passport, will be provided for the young person.

**This policy was devised and written by John Lochrie and Eileen McDonnell.**

**Staff consultation: -Mary Linden**

**Adopted: December 2012**

**Revisited: July 2015**

**To be reviewed: July 2018**