

Dear Colleagues,

## Primary to Secondary Transition 2017

I am writing to remind you of the process and upcoming deadlines for pupils transferring from your Yr 6 to their Year 7 destination school.

### Timetable

Date	Action
On 1 March 2017	School place offers sent to parents and secondary schools/yr 6 destination lists sent to primary schools
Week commencing 27 March 2017	Early Transfer Form (ETF) sent to primary schools You will receive an excel file via S2S containing the pre-populated ETF spreadsheet.
<b>5 May 2017</b>	<b>Haringey primary schools complete ETF spreadsheets and return to LA by S2S</b>
9 June 2017	LA will collect the data, match with Admissions offer information and send the information to secondary schools

#### 1. Downloading the ETF via S2S

Please download from **S2S** the Early Transfer Form (ETF) spreadsheet in the week commencing **27 March 2017**. The ETF has been designed to replace the need to complete individual information forms from secondary schools, which reduces the workload for our schools.

The spreadsheets will be pre-populated with the name of every pupil in your Year 6 along with some of the information you provided about each pupil in the January School Census return.

**You will need to download a generic file via S2S from the DfE Secure website:**

<https://sa.education.gov.uk/idp/Authn/UserPassword>

Department for Education **Secure Data Transfer System**  
Version: 2.42

Download

Home

Upload

Download Please select an item from the list...

- Download PLASC/School Census File
- Re-Download PLASC/School Census File
- Download CFR Files
- Re-Download CFR Files
- Download CTF Files
- Previously Downloaded CTF Files
- Delete files not collected by schools**
- Download Generic Files
- Re-Download Generic Files
- Download Exclusion Files
- Re-Download Exclusion Files
- Download Admissions Files
- Re-Download Admissions Files
- ULN Service

The file is named: 309LLLLL\_309nnnn\_EarlyTransfer.xlsx (where nnnn is your school DfE number)

You will need to download this file and rename to: **309nnnn\_309LLLL\_EarlyTransfer.xlsx**

The ETF spreadsheet is encrypted and password protected. The password is: **\$\$Haringey309**

## 2. Completing the form

Please check the pre-populated yellow highlighted columns to ensure the information is accurate for each pupil. Add or amend details that are incorrect or missing.

There are 5 pink columns that will require your input. Please let us know the following information: Whether the pupil has

- High learning potential (Y/N)
- Needed significant academic support(Y/N)
- Modern Foreign Language studied (Y6) (e.g. French, Spanish, Mandarin etc.)
- Received any behavioural support (Y/N)
- Known to Education Psychology service (Y/N)
- Other team involvement (name of service/team involved)

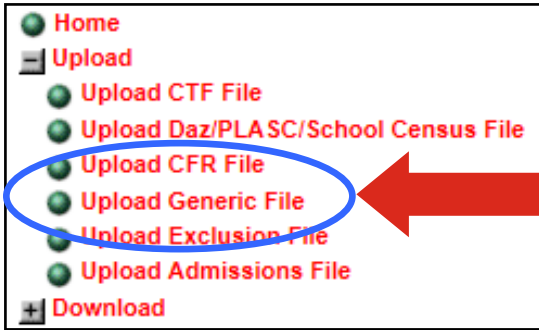
The final blue column should include a contact name (and number) of service, team or lead professional.

There is no need to complete the teacher assessment results in the green columns; these **will be populated by the local authority** after submission at the end of June.

## 3. Saving and returning the ETF spreadsheet via S2S

Please ensure that the ETF spreadsheet has been renamed to:

**309nnnn\_309LLLL\_EarlyTransfer.xlsx** before sending to the LA via S2S (where nnnn is your school DfE number).



Return the completed file to the LA by uploading as a generic file via S2S.

For this process to be effective, it is essential that we receive information from all schools **by no later than 5 May**.

If you think you may have any problems completing the form **by 5 May 2017**, please inform us as soon as possible so that we can work with you to meet this deadline.

### **Haringey secondary schools – transition information**

Transition information will be sent to secondary schools in the **week commencing 9 June**. Secondary schools receive new information periodically from 1 March onwards as new offers are made to each school.

- **Secondary schools outside Haringey**

If secondary schools outside Haringey ask primary schools to complete a form, you can send them details of the relevant children from the spreadsheet.

- **Common Transition Day – secondary schools**

As previously agreed, transition days will always take place in Haringey on the first Tuesday and Wednesday of July. Therefore this year, these dates are **4 July and 5 July 2017**.

If you have any questions about this letter please contact us using the contact details below.

Yours sincerely,

**Haringey School Admissions Service**

**School Admissions Service**

3<sup>rd</sup> Floor River Park House  
225 High Road, Wood Green  
London N22 8HQ

**T** 020 8489 1000

**E** schooladmissions@haringey.gov.uk

**[www.haringey.gov.uk](http://www.haringey.gov.uk)**