**Transition Referral Form**

**- Guidelines**

The aim of this form is to:

* Provide a fuller overview of named young people who schools are concerned may need ‘flagging’ to colleges or training providers so they can react quicker to specific needs or circumstances should they arise.
* Make the process of transferring information more efficient by having one form that can be sent onto other providers should the young person change their mind about where they are going to enrol/start.

School Action:

1. Schools to identify which staff need to be involved in this process (maybe start with safeguarding, head of year, SENCO, as well as careers professionals).
2. Ensure the correct data sharing agreements are in place with post 16 providers, although this should be covered by the Education and Skills Act.
3. From February, schools to identify the current year 11 students who need a TRF completing.
4. From February, schools to complete the TRF gaining permission from the young person to share their information and if appropriate using a 'case-conferencing model’.
5. From May, schools to send the TRF to the post 16 provider the young person is most likely to attend – please remember if sending by email to do this securely using your schools protocol.

Post-16 Provider Action:

1. Identify the contact to receive the completed TRF and provide this to the Work & Skills Team, MCC.
2. From May, receive completed TRF and put in place appropriate support for the young people including early enrolment.

Post-16 Providers accepting the TRF are:

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| --- | --- | --- | --- |
| The Manchester College | School Liaison Team | SchoolLiaison@tmc.ac.uk | 0161 674 3496 |
| Loreto College | Cate Carey | ccarey@loreto.ac.uk | 0161 226 5156 |
| Xaverian College | Ms Ingrid Bencze | i.bencze@xaverian.ac.uk | 0161 224 1781 |
| Connell Sixth Form College | Maureen Thompson | mthompson@csfc.bfet.uk | 0161 231 9200 |
| The Skills Company | Shan Purcell | Shan.purcell@theskillsco.com | 0161 233 2656 |
| North Ridge | Elaine Redpath | e.redpath@northridge.manchester.sch.uk | 0161 507 9700 |
| Seetec | Samantha Kearney | Samantha.kearney@seetec.co.uk | 0161 236 8964 |
| The Prince’s Trust \* | Sonia White or  Aaron Wilkinson | Sonia.white@princes-trust.org.uk  Aaron.wilkinson@princes-trust.org.uk | 07483 952395  07956 072667 |
| Salford City College | Joy Wright | joy.wright@salfordcc.ac.uk |  |
| Trafford College | Teresa Gould | Teresa.Gould@trafford.ac.uk |  |

\* The Prince’s Trust have an existing process for referral including a referral form, risk assessment, outreach visits, profile form and group induction which they still require.