

## Administration

Strategy	Actions needed	What else, who and when
There are effective partnership arrangements in place between partner schools and the secondary school		
All associated schools have an agreed transition policy		
Robust mechanisms exist for transferring data		

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The role of parents, staff and pupils are clearly defined		
All stakeholders are familiar with the policy and transition arrangements		
Pupils other than those in year 7 are involved in the transfer process		
A meeting structure exists between primary and secondary staff that includes senior staff, heads of year, subject leaders, SENCO's and subject staff		