

ePEP School Transition ~ what should Designated Teachers do?

There may be occasions when a Young Person's educational placement may change; if they move to a foster carer in a different area, moving from infants to primary school, primary to secondary school and secondary to higher education. It is the responsibility of the **Outgoing Designated Teacher** to:

1. Complete the School Transition Section (as below)
2. Add/Associate the **New Designated Teacher** to the Young Person

In order to ensure all school placement moves are captured on ePEP, there is a '**School Transition**' section. As soon as you know the date the Young Person is due to move, you can populate this information. This can be completed via the Young Person's home screen.

You will find the '**School Transition**' section at the bottom of the learner's overview screen; click '**Add a School Transition**'. You can then select the type of transition it is;

- | | | |
|---|---|--|
| <input type="radio"/> Infant School | <input checked="" type="radio"/> Primary School | <input type="radio"/> Secondary School |
| <input type="radio"/> 6th Form/FE/Apprenticeships | <input type="radio"/> FE/HE | <input type="radio"/> Other |

The Option of 'Other' provides a drop-down list of alternatives.

There are questions regarding the Young Person's transition, i.e. 'Has the Young Person passed the Kent County Council Test?', 'What schools were requested, in order of preference?' If these details are known, please capture as much information as you can.

The transition section then asks you to select the details of '**Current School**' and '**Agreed New School**'; these are listed in order of locality. There is a date box to populate the '**Start Date at New School**', entered as DD/MM/YYYY.

Ideally, the new Designated Teacher should be invited to the next PEP in order to meet the Young Person and understand their current levels, targets etc. If you do not know who the Designated Teacher at the new school is, please call the school directly.

The Young Person should be invited to Induction days/Transition Meeting days; please give details of who will accompany the Young Person to these events, if known.


The Transition can then be attached to a PEP, if relevant.

You can attach this transition to an existing PEP by ticking the appropriate box.

	Date Started	Target Date
<input checked="" type="radio"/> 181734	29/04/2015	17/10/2015
<input type="radio"/>	Detach from any assessment.	

Once you have completed all the sections, click the '**Save**' button. The transition will then show on the Young Person's home screen

School transitions

Start date	Transition to	Current school	New School
 05/09/2015	Secondary School	Hogwarts School of Witchcraft and Wizardry	Test School

[Add a school transition.](#)

Once the **School Transition** has been completed, you can then update the '**Users with Access to this record**' section.

On the right hand side of the Young Person's home screen, there are details of who is already attached to the Young Person and an '**Add**' button to be able to attach more. By clicking this button, you will be taken to the '**Add Permission Wizard**'. Click '**Next**' and find the New Designated Teacher by name, click '**Search**'. Once you have found them, click '**Select This User**', confirm your selection and click '**Finish**'. The New DT will now be able to access the Young Person's PEPs. Once you are confident that you have completed the above process you should delete your 'Users Access to this record' using the delete button.