

YEAR TRANSITIONS · ADULT TEMPLATE

# Y6 to Y7 Handover Form

What secondary schools actually need to know

**How to use this form**

**Section 1 — Identification**



**Section 2 — Academic snapshot**

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**Section 3 — Pastoral**

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**Section 4 — Behaviour**

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**Section 5 — SEND**

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**Section 6 — Medical**

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**Section 7 — Anxiety & emotional needs**

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**Section 8 — 'What we wish you knew'**

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**Section 9 — Recommended seating / classroom dynamics**

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**Filling in the form — process**

- Schedule 30-60 mins for the form-filling work (May/June)
- Complete one form per child — even ones with 'no issues'
- Keep entries factual, specific, and useful
- Avoid clinical language unless verified (e.g. don't write 'has ADHD' if undiagnosed)
- Avoid loaded language ('difficult child' — describe the behaviour, not the label)
- If unsure on safeguarding sections, check with DSL before sending
- Send via secure / appropriate route (LA portal, secure email)
- Keep a copy for school records

