

Transition Timeline

	Secondary Y11 to Post-16 Y12	Primary Y6 to Secondary Y7	Infant Y2 to Junior Y3	Early Years to School Reception
Autumn 2	w/c 7th Nov - signup forms, training email to secondary schools			
	w/c 14th November - secondary training sessions			
	Monday 14th November 2022 - Go live to secondary schools			
	w/c 21st November - further secondary training sessions			
	Friday 9th December 2022 - Deadline for completing information for vulnerable students			
w/c 26th Dec & 3rd Jan	Derby City Christmas Holidays	Derby City Christmas Holidays	Derby City Christmas Holidays	Derby City Christmas Holidays
Spring 1	SDSA to have time to access information before contacting schools w/c 6th Feb	w/c 9th January 2023 - intro email (all) and training session email to be sent to primary schools		Development time needed for pupil matching
		Monday 16th January - sign up forms to be sent to primary headteachers		Timeline to give a rough guideline of possibilities
		w/c 16th January - primary school training sessions (comprehensive/refresher)		
		Monday 23rd January – go live to primary schools		
		w/c 23rd January - further primary school training sessions (comprehensive/refresher)	w/c 23rd January 2023 - intro email (all) and training session email to be sent to infant schools	
		Monday 6th Feb – send secondary training booking email	Monday 30th January - sign up forms to be sent to infant headteachers	
		Friday 10th February - E.I.I. form completion deadline	w/c Monday 6th Feb – infant school training sessions (comprehensive/refresher)	
		Monday 13th Feb – Sign up forms to be sent to secondary headteachers	Monday 13th Feb – Go live to infant schools	
		w/c 13th Feb - further secondary training sessions (comprehensive/refresher)	w/c Monday 13th Feb – further infant school training sessions (comprehensive/refresher)	Send all comms and training before half-term
w/c 20th February 2023	Derby City half-term	Derby City half-term	Derby City half-term	Derby City half-term
Spring 2		w/c 27th Feb - further secondary training sessions (comprehensive/refresher)	Friday 10th March - E.I.I. form completion deadline	Potential go-live after Feb half term, w/c 6th March
		Wednesday 1st March - National Offer Day - Go Live to secondary schools	Monday 13th March – send junior training booking email	Monday 13th March – send primary training booking email
		Friday 17th March - Deadline for completing E.I.I. individual student forms	Monday 27th March - sign up forms to be sent to junior headteachers	Monday 27th March - sign up forms to be sent to primary headteachers
		Thursday 30th March - Transition Information Exchange Event	w/c 27th March - junior training sessions (comprehensive/refresher)	Friday 31st March - E.I.I. form completion deadline
w/c 3rd and 10th April	Derby City Easter Holidays	Derby City Easter Holidays	Derby City Easter Holidays	Derby City Easter Holidays
Summer 1	After Easter, School Transition to check in with secondary schools,		Monday 17th April - National Offer Day - Go live to junior schools	w/c 17th April - training sessions for primary schools

	remind of deadline for all students and offer any further training.	Friday 28th April - Deadline for completing all individual forms	w/c 17th April - further junior training sessions (comprehensive/refresher)	Monday 17th April - National Offer Day - Go live to primary
			Friday 28th April - Deadline for completing all individual forms for children on the E.I.I.	Friday 5th May - Deadline for completing all individual forms for children on the E.I.I.
			Friday 26th May – Deadline for completing all individual forms	Friday 26th May – Deadline for completing all individual forms
w/c 29th May	Derby City half-term	Derby City half-term	Derby City half-term	Derby City half-term
Summer 2	Early June - share information with post 16 destinations (training, signup)			
	Friday 23rd June - deadline for secondary schools to complete all information			
	w/c 3rd July - Transition Information Exchange Event			
	Common Transfer Days Tues 4th - Thurs 6th July	Common Transfer Days Tues 4th - Thurs 6th July	Common Transfer Days Tues 4th - Thurs 6th July	Common Transfer Days Tues 4th - Thurs 6th July
w/c 24th July	Derby City Summer Holidays	Derby City Summer Holidays	Derby City Summer Holidays	Derby City Summer Holidays
Summer into Autumn 1	w/c 21st Aug - destination training sessions			
	w/c 21st Aug - post-16 signup forms sent and portal live to request data			
	GCSE Results Day TBC (Guessing 17th or 24th August)			
	w/c 4th Sep - destination training sessions			
	Monday 4th September - data released			
	Friday 15th September - exam grade upload deadline			
	Friday 28th October - deadline for requesting students			
	Friday 3rd November 2023 – Transition Portal to close	Friday 20th October 2023 – Transition Portal to close	Friday 20th October 2023 – Transition Portal to close	Friday 20th October 2023 – Transition Portal to close