



Foreword

The H+H model was developed by three parents in response to their own experiences with their children with autism going through the school transition process. The model draws from schools and LEA policies and practical experience.

Due to the educational calendar it is essential to have early information exchanged to accommodate any research/training and information share for receiving provision.

This proforma sets out to augment good practice in the system and to smooth the lines of communication between professionals, agencies and parents. In addition it aims to facilitate open and effective information exchange at school transition times and from year to year.

This guide is to simplify the process of 'transfer' for a child or young person moving from one key stage to another. This document takes the child or young person through from Nursery to Reception (Foundation Stage) from year 2 to year 3 (KS2). From year 6 to year 7 (KS3) from year 9 to year 10 (KS4) then year 11 to year 12 (GCSE to AS or first year of college).

This document provides a summary of current and past working practices that are key in supporting the child or young person.

It is designed to be kept as a front page to pupil records, as an easily accessed, up-to-date stand alone document. It is designed to contain ongoing current personal and educational information about the child or young person. It notes specific needs and requirements and should be kept updated by the class teacher, support staff and anyone who is directly involved with the pupil at any one time.

The H+H partnership have made this document and its contents freely available to copy for KCC schools use only and by strict arrangement with the partnership outside KCC.



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H+H Model of Autism/Autism Spectrum Disorder (ASD) Year on Year

Time line to go through the yearly cycle of AEN events ie: reviews

Early Years Pre-School Transfer Proforma

Pages 5-13

Implementation of AUTISM/ASD Model proforma
Transfer of proforma to primary school

Primary School

Pages 14-27

Year R	KS 1	Receive proforma and implement
Year 1	KS 1	See H+H model
Year 2	KS 1	Infants to juniors transition – see H+H model
Year 3	KS 2	
Year 4	KS 2	See H+H Model of AUTISM/ASD Model
Year 5	KS 2	See Year 6 model review/transfer information
Year 6	KS 2	

Secondary School

Pages 28-42

Year 7	KS3	Receive proforma and implement
Year 8	KS3	
Year 9	KS3	See H+H Model of AUTISM/ASD Model
Year 10	KS4	See Year11 model review/transfer information
Year 11	KS4	Transfer of proforma

Post 16/Higher Education

Pages 43-58

Year 12	Receive proforma and implement
Year 13	Receive proforma and pass on information to higher/further education

Proforma to be maintained by Class Teacher and Teaching Assistants weekly, by SENCo as part of the IEP and School Support Staff eg. Connexions, as part of the ongoing up-to-date profile of the student.