

Staff Guide: School Transition Form

SESSION 2025-26 – GUIDANCE NOTES

The School Transition Form is a key document as part of the recruitment process of a young person moving from school to a college course. The form is designed to support the transition, with the college being made aware of information that when identified early will support the young person moving into the correct curriculum area at the appropriate SCQF level. The form also supports the college in the early planning of any additional support needs, so that they can be in place for the young person starting the course, thus ensuring the young person is not disadvantaged and can sustain a positive destination. As stated in the College Admissions Procedure “Transition forms are required from Fife Schools to the College for all School Pupils applying to College, these are mandatory as part of the admission process”.

To ensure the best outcome for the young person it is important that all School Transition Forms are submitted to the college as soon as possible after a young person has submitted their College course application form and prior to the young person’s college interview date. Without receipt of a School Transition Form the College may not be able to offer the young person a place on a course.

The School Transition Form should be completed for all courses where a young person is fully moving from school to college or studying at college whilst still at school including full/part time, New Directions, School College Partnership etc. and completed forms should be emailed to the college email address: transitions@fife.ac.uk

A weekly report will be emailed to all Fife Schools detailing which transition forms have been received and which are outstanding. The report will this session be printed in order of interview date and application submitted date to support the school in prioritising which transition forms to complete first i.e. in order from the first listed.

School Transition Form: Section 1 - Personal Details

Please complete all fields in this section and use the drop down and checkbox facility where provided.

Those entitled to free school meals accessing this resource at college at times can be limited and we would like to highlight this availability. ** Applicants who remain on school systems until the end of December due to date of birth but have completed 4 years of secondary education previously known as Winter Leavers, Early Birds etc.*

School Transition Form: Section 2 – Additional Information

To support an individual within the college environment additional information allows an understanding of the individual and their personal and learning requirements. This information

is used to ensure the young person is supported correctly on the correct level of course including implementing strategies and or equipment in preparation for the support required. Please include here any relevant information that you feel would support the college in supporting the young person on their chosen course.

School Transition Form: Section 3 – Additional Support Needs

Only complete Section 3 for applicants requiring additional support. Please ensure that you have the applicants consent to share this information.

Additional support provided within the college must be in place prior to the programme commencing. This support may be in the format of a person or equipment which must be accounted for as early as possible. Information supplied via this section allows the college to ensure the appropriate resources are available and can subsequently increase the chances of the young person being successful in their college course.

Knowing what in class support (normal way of working) and alternative assessment arrangements are in place at school is useful to ensure consistency for the young person.

All relevant information allows the college to plan appropriately and ensure the service delivered is effective with the young person at the centre.

Please note that the information will be shared with relevant college staff to provide appropriate care and support. A meeting in college will be arranged via the email address provided in section 1 of the School Transition Form.

Submission of School Transition Form

All completed School Transition Forms should be emailed to the following college email address: transitions@fife.ac.uk

Sample Completed Form

A sample of a completed form is shown on the following two pages.

Fife College – School Transition Form

Session 2025-26

Section 1 - Personal Details

Applicant name:	John Doe	DOB:	15/03/2008
SQA ID number:	12345678	School Leaving Date:	24/06/2024
School Name:	Fife High School		
School contact name:	Martin Brown		
Telephone number:	013xxxx2111		
Email address:	Martin.Brown@xxxx.uk		
Attendance percentage:	82%	Current timetabled Hours per week:	12
Please state if applicant is Care Experienced or Young Carer:			Care Experienced
Does the applicant have a parent or carer who served or is serving in the regular or reservist British Armed Forces (Royal Navy; Royal Marines; British Army; or Royal Air Force)?			Yes
*Is the applicant entitled to free school meals?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>		

** Applicants who remain on school systems until the end of December due to date of birth but have completed 4 years of secondary education previously known as Winter Leavers, Early Birds etc.*

Section 2 – Additional Information

Please state below any further information that would be relevant to the college environment.

John suffers from migraines and these often cause visual stress and dizziness.

John can become frustrated with his dyslexia and the frequent migraines. John often requires separate accommodation to reduce the anxiety that this causes.

John has been in care since the age of 8.

Section 3 – Additional Support Needs

Only complete Section 3 for applicants requiring additional support. Please ensure that you have the applicants consent to share this information.

Diagnosed condition – learning and/or medical:	Dyslexia Migraines
Please detail support provided at school in relation to condition including adaptations and equipment:	John receives a scribe in class.
Please detail support provided out-with class (travel/personal care etc):	None
Please detail alternative assessment arrangements provided at school:	John receives a scribe for assessments and separate accommodation.
If extra time allocated for assessments, please state duration:	25%
Fife College staff members are not permitted to administer medication. However, notification of medication is required. Please state any prescribed medications if carried by applicant:	Almotriptan
Does the applicant have mobility difficulties i.e. wheelchair user? If yes, please state necessary details:	No

Please note that this information will be shared with relevant college staff to provide appropriate care and support.

Send completed forms to: transitions@fife.ac.uk