



CASE STUDY

From Paper Envelopes to a Secure, Seamless Transition Process with SixIntoSeven

THE NEED FOR A STREAMLINED SYSTEM

Audenshaw School is a boys' secondary with more than 1,000 students aged 11–16. Every September, around 210 boys join Year 7. Around half come from six main feeder primaries, while the rest are spread across more than 25 other schools, including several outside the local authority.

THE CHALLENGE

For Sarah Monks, Head of Executive Services and Data Protection Officer, the biggest challenge was simple to describe but hard to solve:

Getting complete, accurate transition information in time to make a difference.

Before SixIntoSeven, the process was slow, inconsistent, and far from secure:

- **Timing was tricky** – Primary schools were in the middle of SATs when secondary staff needed their input.
- **Information came in all shapes and sizes** – sometimes with data not being sent due to a lack of confidence in data security.
- **Safeguarding and SEND details could arrive as late as July** – limiting the school's ability to put support in place early.
- **Out-of-authority primaries** were particularly hard to engage, creating gaps in pupil records.

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“It was like pulling teeth trying to get the information we needed. Sometimes we'd come back after summer to piles of envelopes, not knowing what was in them – drawings, sensitive data, anything.”

Sarah Monks, Head of Executive Services and Data Protection Officer, Audenshaw School

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THE SOLUTION

In 2021 Audenshaw adopted SixIntoSeven, transforming how pupil data was collected, stored, and shared.

With the platform, every piece of key information, from safeguarding and SEND to academic and pastoral insights, was uploaded securely, in one place, and made available only to the right people.

The benefits were immediate said Sarah with highlights including:

- **Earlier access to complete data**, often by May instead of July.
- **GDPR-compliant security**, removing the risks of paper-based and email transfers.
- **Role-based permissions**, so only relevant staff could see sensitive information.
- **Engagement with out-of-area LAs and schools** through SixIntoSeven Lite, ensuring no pupil slipped through the net.

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“The first year felt almost too good to be true! But by year three, it was magical. The data came in quickly, and the primaries really embraced it.”

Sarah Monks, Head of Executive Services and Data Protection Officer, Audenshaw School

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THE IMPACT

For Audenshaw School, the biggest difference has been timing. With SixIntoSeven, key SEND and safeguarding information now arrives in May, not July, meaning the team can start conversations with parents earlier, invite them into school, and ensure targeted support is in place by transition day. This gives the transition team the chance to plan with up to 80% of returns submitted in time.

“Before, we’d still be chasing information at the end of July. Now we can pick up the phone in May and start building relationships,” says Sarah.

The platform has also transformed the type of information received, as schools feel confident in the security of the platform. Primary schools now share more about friendship groups, home life, and strategies that work, giving secondary staff a fuller picture of each pupil. As Sarah explains, *“It just feels like you’re getting a rounded picture of that student before they even arrive.”*

This richer context continues to make a difference beyond September. **The team regularly refers back to SixIntoSeven in the first months of Year 7, sometimes for the whole year,** to revisit what worked in primary school and apply it in the secondary classroom. Sarah explained: *“Pdf files could be directly downloaded into My Concern and comments could be pasted into the MIS to make them accessible to all staff, aiding transitions.”*

On the administrative side, the shift has been just as significant. Gone are the piles of paper files and unwieldy shared spreadsheets. Secure logins, role-based access controls, and one-click reporting have made the process faster, safer, and more efficient.

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“I can’t even put a number on the hours it saves.”

Sarah Monks, Head of Executive Services and Data Protection Officer, Audenshaw School

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LOOKING AHEAD

Now in its third year of using SixIntoSeven, Audenshaw School has seen the process become noticeably smoother.

“I can’t believe the difference this year,” Sarah reflects. *“Everyone knows what they’re doing, and the information comes through much quicker.”*

The team plans to keep embedding SixIntoSeven data into whole-school planning. Insights from primary schools, from behaviour strategies to friendship group dynamics, are logged in the school’s MIS so pastoral teams, form tutors, and subject teachers can act on them.

Audenshaw has also begun receiving information from schools outside their local authority for the first time. With the SixIntoSeven Light feature, they see the opportunity to make this a consistent part of their transition process, ensuring no pupil’s needs are missed.

For Sarah, the goal is clear: keep refining the process, strengthen collaboration with feeder schools, and make sure every new pupil gets the informed, confident start they deserve.

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