



Transition To Another School Or Setting Policy

Pre-school Manager: Nicky Benson-Dare

This policy will be reviewed annually. It will also be revised following any concerns and/or updates to national and local guidance and procedures.

Statement

At St Peter's Busy Bees Pre-school we recognise that sometimes children move to another early years setting before they go onto school although many will only leave us to go onto their primary school.

We prepare children for these transitions and involve parents and the receiving setting in this process.

Aim

We aim to make all transitions as smooth as possible, supporting and reducing any anxieties that children and their parents/carers may have. We want to prepare and share appropriate information and records about a child's development and learning in the EYFS in our setting to support this smooth transition.

Procedures

- Using the EYFS assessment of development and learning, the key person will prepare a summary of the child's achievements and current planning level.
- The record refers to any additional languages spoken by the child.
- The record refers to any additional needs that have been identified or addressed by the setting.
- The record refers to any special educational needs and disabilities, if any additional plans are in place, and gives the name of the lead professional involved.
- The parents are asked to add their views prior to the form being sent to school.
- The document may be accompanied by other evidence such as a photograph.
- If there has been a welfare or child protection concern, this is shared with the receiving school in accordance with the processes required by our local safeguarding board.

Transfer of confidential information:

- The receiving school will be sent a copy of any concerns raised while the child was in our care, and what was done about them.
- A summary of concerns will be made to send to the receiving school along with the date the last professional meeting or case conference took place. Some local safeguarding children's boards stipulate the form required in these cases.
- Where a support plan is in place, or there are any concerns raised with regard to the child's welfare, the setting will forward the contact details of the lead professional.