

# **Aspin Park Early Years Group**

## **Transition Policy**

### **Statement of intent**

Transition should be seen as a process, not an event and as such will be planned for and discussed with children and parents.

This setting will communicate information which will secure continuity of experience for the child between settings.

### **Aims**

To ensure continuity between settings and that children's social, emotional and educational needs are addressed appropriately.

To make moving between settings as smooth as possible for children and to support them and their parents/carers throughout the process

To ensure that children are prepared and supported in their move to primary school.

### **Method**

We will ask the parents/carers to inform us which other setting/s their child attends.

We will ask the parent/carer which school their child will be attending.

We will liaise with other pre-school settings and share in the completion of the child's records.

We will liaise with the child's school and the reception teachers and arrange for the teachers to visit our setting.

Using the Development Matters in the Early Years Foundation Stage guidance and our assessment of children's development and learning, the key person will complete On Track data, which, with the parent's permission, be passed to the next setting/school.

The school will be informed of any:

- Additional languages spoken by the child.
- Any additional needs that have been identified or addressed by the setting.
- Any special needs or disability and any individual learning plans that have been drawn up.
- If there have been any welfare or protection concerns.

## Transfer of confidential information

- The receiving school or setting will need to have a record of any safeguarding or child protection concerns that were raised in the setting and what has been done about them.
- A summary of the concerns will be made to send to the receiving setting or school, along with the date of the last professional meeting or case conference.
- This information is posted or taken to the school or setting, addressed to the setting or school's designated person for child protection and marked as 'confidential'.

## Legal framework

- Data Protection Act (1998)
- Freedom of Information Act (2000)
- Human Rights Act (1998)
- Children's Act (1989)

## Reviewed and updated

Date.....name.....

Date.....name.....

Date.....name.....