

Top Tips for Transition

Are you ready for transition?

For children leaving you and moving on to a new setting...

- Ensure all children leaving the setting are entered onto the Northumberland School Readiness Passport.
- All relevant checks are up to date, including any SEND checkers.
- For children leaving ensure all key and relevant information is completed to inform the "all about me" section.
- Confirm with the parents the name of the provider their child is moving to, seek their consent to information being passed on.
- Use the transfer function to assign children to their new provider and set date for 'shared view' to end.
- Make a short note beside the names of the child who you feel it would be beneficial to have more discussions about for the new provider to see.

For children who are joining you in the coming months...

- Confirm with parents the name of the child's current provision.
- Request and accept Passport information, review checkers, identify those children, who are not on track or who have a note for further discussion and arrange with the other setting.
- Identify areas which require priority focus to enable modifications to the provision / curriculum planning, including information provided around the CoEL.
- Check the documentation section for any uploaded documents.
- Gather information from parents. Use the information gathered to inform plans for September and ensure the provision is 'child ready'.

Top Tips for Transition

Enhanced transitions for
children with SEND

For children leaving you and moving on to a new setting...

- Ensure the child's SEND checker on the Passport is up to date.
- If the child has an EHCP and a review is coming up, invite the new setting's SENCO.
- Where there is an EHA open, invite the new setting's SENCO to the next TAF meeting.
- Upload documents from other professionals to the 'documents' section of the passport.
- With parents and the new setting, create a '[transition plan](#)', outlining how you will all support the child.
- Create a '[transition book](#)' including photographs of the new setting and staff.

For children who are joining you in the coming months...

- Where there is an EHA open, attend the next TAF meeting. Where appropriate, attend EHCP review meetings.
- Once the child has been 'transferred' to you, access their SEND Support Checker and documents from other professionals.
- Work with parents and the current setting on a 'transition plan' outlining how you will support the child.
- Arrange to visit the child in their current setting, and for them to visit their new setting (ideally more than once or twice).
- [Gather as much information](#) as you can about the child, to ensure the school is 'child ready'.

Top Tips for Transition

General transition

For children leaving you and moving on to a new setting...

- Use the 'all about me' documentation in the Northumberland School Readiness Passport to provide the new provision with children's records of development, interests, special needs, etc.
- Arrange visits to the new provision and introduce the children to the new staff and environment.
- Talk to children about starting the new provision and offer opportunities to share their feelings.

For children who are joining you in the coming months...

- Establish communication links with previous setting and build relationships with parents.
- Use the 'all about me' documentation in the Northumberland School Readiness Passport.
- Arrange a possible home visit to make introductions and the opportunity to talk to the child and their parents.
- Invite parents and children in for a visit .
- Develop a photo album of areas and staff to give to children before they start.

Top Tips for Transition

Enhanced transitions for vulnerable children and those in receipt of additional funding

For children leaving you and moving on to a new setting...

- When transferring the child to the new provider, include a note to say there is additional information it would be useful to share about this child.
- Ensure the child's Passport details include any additional funding accessed.
- Update the child's Passport details so that any additional professionals involved are ticked.
- Upload any additional documents which are key and relevant to the transition process. For example, records on how additional funding has been used and how effective it has been.

For children who are joining you in the coming months...

- Note any children which it would be beneficial to have further discussion about and arrange.
- Check the 'documents' section of child's Passport for any additional documentation which has been uploaded to support information sharing.
- Check the 'child details' section of children's Passports to note any children who have previously been listed as having accessed additional funding or have any additional involvement with professionals from external agencies.
- Note any priority areas of need for the child and any strategies which have been put in place to support them.

Top Tips for Transition

Let's get started!

1. Identify which children will need an enhanced transition

2. Set up a Passport for those children who don't yet have one

3. Ask parents to confirm which school or setting their child is transitioning to

4. Start the transition process for children who will benefit from an early transition e.g. visits to the new provision, inviting the new provider to your setting

5. Transfer children's Passports to the new provider, add a note for those children who have additional information stored

6. If receiving new children, keep an eye on the 'Transfer' folder to see any new children coming through

7. View transition as a process, even once the children have left your provision you may want to arrange to visit the new setting or keep in touch over the first few weeks to help support them to be ready for every child