

Transfer of records to school

Policy statement

We recognise that children sometimes move to another early years setting before they go on to school, although many will leave our setting to enter a reception class.

We prepare children for these transitions and involve parents and the receiving setting or school in this process. We prepare records about a child's development and learning in the Early Years Foundation Stage in our setting; in order to enable smooth transitions, we share appropriate information with the receiving setting or school at transfer.

Confidential records are shared where there have been child protection concerns according to the process required by our Local Safeguarding Children Board.

Procedures

The transfer of development records for a child moving to another early years setting or school

- The key person will prepare a summary of achievements in the seven areas of learning and development.
- **The record refers to:**
 - any additional language spoken by the child and his or her progress in both languages;
 - any additional needs that have been identified or addressed by our setting;
 - any special needs or disability, whether a CAF was raised in respect of special needs or disability; whether there is a Statement of Special Educational Needs, and the name of the lead professional.
- The record contains a summary by the key persons view of the child. The document may be accompanied by other evidence, such as photos or drawings that the child has made.
- When a child transfers to a school we provide a transition record, which we will follow as applicable.
- If there have been any welfare or protection concerns, we ensure that relevant information is shared with the new provider.
- The receiving school or setting will need to have a record of any safeguarding or child protection concerns that were raised in our setting and what was done about them.
- We will make a summary of the concerns to send to the receiving setting or school, along with the date of the last professional meeting or case conference. Some Local Safeguarding Children Boards will stipulate the forms to be used and provide these for us to use.
- Where a CAF has been raised in respect of any welfare concerns, we will pass the name and contact details of the lead professional on to the receiving setting or school.
- We e mail information to the school or setting.