



A settings guide to supporting positive SEND transitions into reception

Introduction

The child's key person will, together with the family, be thinking of the child's transition into reception months before their school is known. We need to be thinking of transition into school long before the summer term – you are all aware of how quick the academic year goes so it is always a good idea to plan ahead!

This document will provide guidance on what to be doing as you prepare for a child's transition into reception. The transition should be supportive for both the child and family and informative for the school.

Ask families for permission to share information with the school

You will need to seek permission from the parent to share information with the school. This will include asking the child's parents if the setting can share any medical information with school. Settings should make the parent aware that schools can request parental permission for the involvement of specialist service as needed, where there is a confirmed diagnosis.

Arrange a Transition Meeting

- This may be in person, virtual, or over the phone. Gather information from the family that they wish to share with the school. If the family are not able to be present at the meeting ensure that they have noted down questions, concerns and information for the setting to share on their behalf.
- Where the family are still in contact or are supported by the Special Educational Needs and Inclusion Services such as Portage, Specialist Teachers for children with visual impairments, deafness and physical needs, be aware that these teams may make contact with setting and / or the school as they are likely to be involved with children and their families during the transition

Complete the transition information

- Once all the transition information has been collated, share these with the family and then forward to the school. (Ensure the SEND Transfer of Records document is completed, and the school and setting have written confirmation to say they have been delivered/received the information). Include SEND paperwork with the **completed** assess/plan/do/review cycle
- Please see the additional information in the "Frequently Asked Questions" about transferring any safeguarding information.

The following documents provide further information and advice and template forms to complete:

[Transition to School Template](#)

[Advice for completing the SEND Transition to School Meeting document](#)

[SEND Transfer of Records Form.docx](#)

"All About Me"

- The child's key person should complete an "All About Me" document. This gives detailed information about the child's interests, strengths and the approaches that you have used which support the child. The child's family can be offered an opportunity to complete this document from the family's perspective.

The template and example of a completed document is in the link below

[All about me - TEMPLATE.docx](#)

[All about me - EXAMPLE.docx](#)

During the meeting - what you may wish to discuss

- Share with the school how you communicate with the parents. Is communication, understanding or literacy a barrier? It is important to consider what works best for the parents
- Identify and share resource ideas with school which are motivating to the child and are stage of development appropriate
- Share information to ensure continuity of care and learning, this should include all strategies and approaches that support the child's learning, development and well-being. Remember to include how the child communicates (signs, symbols or object of reference), what they are motivated by etc
- Ask schools to send photos that will support the child's wellbeing as they transition into reception. For example, the school environment, key people who will be supporting the child closely in the reception class, the uniform they will be wearing, and book bag. Ask for photos/videos of any areas and activities that will support the child as they make the transition into school

The link to the template to complete during the transition meeting is below:

[Transition to School Meeting Document](#)

Engaging your families

- Provide activity ideas around the transition to reception that families can introduce at home or in their local community
- Chat with the families about the information which can be shared with the school. Reassure them that you will share what works well for their child, but also what could be a challenge and how you support their child at these times and the importance of the reception team being aware of this.
- Explain the transition process to families, and how this will support their child.

Frequently Asked Questions - Finding out more Information

- The following documents provide further information. It Includes:
 - Safeguarding
 - Requesting additional support
 - Children with an Education and Health Care Plan
 - Children on the Early Support Pathway

[Frequently asked Questions SEND Transitions](#)

