

Complete as applicable to your setting

Date	Activity
17 th April 2023	Parents receive notifications of school places
17 th April 2023 to 26 th May 2023	Settings gather information and complete the transition form

Please go through the checklist below and select an option.

Checklist	Select one option	
	Yes	No
Collate current information about the child e.g., parent/carer details, photo, learning journey, all about me, inclusion information (additional needs).	Yes	No
Have you arranged a transition meeting with the parents/carers?	Yes	No
Ensuring all parties are aware of SEN interventions - Education, Health and Care Plan, Early Support Plan and EHC review meeting dates. With parental permission make contact with the school and inform them that the child has additional plans and that they might like to arrange a transition meeting during the summer term. Provide the names of any other professionals involved with the child so they can invite them to the meeting along with the parent/carers and the key person from your setting. The purpose of the meeting is to plan an effective transition for the child into the nursery/reception class.	Yes	No
At the point of submission, have you completed the interim summative assessment in preparation for the end of term summative assessment?	Yes	No
Have you made contact with schools to arrange setting and school visits?	Yes	No
For children with SEND, indicate to the school that you are happy for them to come and observe the child in your environment and have a discussion with the key person and parent/carer.	Yes	No

Date	Activity
5 th Jun – 14 th July 2023	Submit Transition Document to recipient school ensuring you have parental permission to share the information (this is included in the privacy notice on the Parent Declaration Forms)

Please go through the checklist below and select an option.

Checklist	Select one option	
Date arranged for the new school to visit to your setting?	Yes	No
Date arranged for school visit?	Yes	No