

Pre-school to Reception - Transition Document 2020

The Babcock LDP Early Years Consultancy team have revised the EYFS transition document in response to the current situation and requests from pre-school providers.

Transition document 1 should be completed for children without SEND.
Transition document 2 should be to be completed for children with SEND.
Transition document 3 includes prompts to aid completion.

There is no statutory requirement to use this format or to replace any current systems that you may have.

Frequently Asked Questions

Q) How should I circulate this transition document and how do I involve parents and get their consent?

The relevant sections should be completed by the practitioner and then shared with parents preferably through email. The parent should complete the parent comment box and return the form to you.

Q) What if a parent hasn't got an email address?

Practitioner completes relevant sections and sends home with the child or posts the document. Include a stamped address envelope and a date for return.

Q) How do I send the document to the school?

Either through email, post or whatever the school suggests.

Q) What do I do if the person who would usually complete this document is unable to do so?

The document can be completed by one or more adults who have shared knowledge of the child.

Q) What if a parent disagrees with any comments that have been written?

Arrange a telephone conversation with the parent to share concerns.

Q) Why aren't the age bands referenced?

Many children have not attended settings since March so current levels of learning and development cannot be accurately assessed.

If you have any additional questions please contact your Early Years Consultant.

Here is a suggested email wording to accompany the transition document:

Dear Parent or Carer,

I hope you and your family are keeping safe and well during these uncertain times. As your child will be starting Reception, the usual practice is to send transitional information to the school. Please find attached a partially completed transition document for (*insert child's name*). Please read the comments about your child and add any information in the parent's section. By completing this it will act as your signature and gives your permission to share information with the school to support your child's smooth transition. Please return the document to (*name of setting/Manager/Key Person*) by (*insert date*). If you would like to discuss the content of the transition document please feel free to contact me.