

The **Early Years Transfer Information Form** has been developed to ensure children's needs are shared with the receiving setting or school as they move through the Early Years Foundation Stage in the Royal Borough.

In conjunction with Parents/Carers, sharing key information enables the receiving setting or school to meet individual needs right from the start and to build positive relationships with each child and their family. Settings must be sure that they have sought consent from parents/carers in line with their own policies and that this form has been signed prior to sending the information to a receiving school or other provider.

When completed the form should be sent to the receiving setting/school. We would suggest this is addressed to The Early Years Foundation Stage Leader or Manager if you do not have a specific named contact for transition.

Section 1:

This provides key information about the child, including languages spoken and any known Health or Special Educational Needs and/or Disabilities.

Where you are asked to comment on Attendance and Punctuality, you may have specific information from your own systems or you can give a general comment on this, e.g. *Always on time, never on time or always attends, frequently absent.*

Section 2:

This includes information about any other services that may be working/ with the child and their family. Please give any relevant details so that the receiving setting/school knows who to contact. Please indicate if the service is still working with the child at the time of transition.

Section 3:

This can be completed if there is any additional information that the setting and Parents/Carers feel would be important for the receiving setting to be aware of. For example, changes in family circumstances such as moving house or new siblings or anything which may impact on the child's wellbeing as they move to a new setting or school.

Section 4:

This is completed if you do not have any other format for sending information on the child's learning and development as indicated in Section 1. This focuses on the Prime Areas of Learning and would inform initial assessment of a child's starting point for their learning in the new setting or school.