**EYFS Transition Plan- Entry to School**

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| **Time** | **Year** | **Action** | **Moderation/Assessment** | **Who?** |
| Summer term  April | EYFS | List received to school. |  | School Office staff |
| Summer term- May | EYFS | Transition Packs sent home to parents, with all information about us and the enrolment documents. |  | School office staff and EYFS Leader |
| Summer term- June | EYFS | Parents invited to a Transition Meeting, to find out information, meet the staff and get to know the school. Time to ask questions. (July)  Children assigned Key Person. |  | EYFS leader |
| Summer term- June | EYFS | Teachers to make contact with nurseries and book convenient times to visit. | Staff try to ensure children will be present on that day in nursery. | EYFS teachers/Key person  Nursery |
| Summer term- July | Rec | Transition meeting for parents. |  | EYFS Leader, Head Teacher and EYFS staff  Parents |
| Summer term- July | EYFS | Handover Transition meetings- data, medical, SEND, ability, wellbeing etc…  Arrange for transition passports to be sent over. |  | EYFS Leader and Practitioners- Nursery and school |
| Summer term-July | EYFS | Transition visits begin  Stay and play  Stay and eat | Initial observations of children | EYFS staff |
| Summer term- July | EYFS | Meeting with SENDCO about new children- priority actions and support needed for September. |  | SENDCO  EYFS teachers |
| Summer term- July | EYFS | Parents return completed forma, All About Me booklets, medical info etc. | New starter spreadsheet completed. | EYFS Leader  Parents |
| Autumn term- 1 | EYFS | Children begin school on reduced hours, building to full day. Staggered intake. |  | EYFS staff |