

## TRANSITION CHECKLIST

### How to support children with special educational needs and/or disabilities transfer to school from pre-school or nursery

- \* With parent's permission contact the school the child is starting at in September and explain that they have some additional learning needs
- \* Offer a transition meeting to clarify the child's strengths and the areas with which they need support
- \* Prior to the meeting (with parental agreement) send reports and other relevant information about the child's needs, progress made and interventions that have been helpful. Make sure a holistic picture of the child is provided including their strengths, interests, characteristics of learning as well as a description of the areas in which they need support.
- \* Decide with the school who will attend the meeting. The meeting should include the parents and if possible, any other agencies who have been working with the child e.g. speech and language therapist.
- \* If other professionals involved with the child are unable to attend, ask if they are able to provide any support and advice to the receiving school.
- \* Make sure that any Early Help information is shared so that support for the family can be continued. Make sure parents are aware of the information being shared.
- \* Make sure any safeguarding concerns are shared and that parents are aware of what information will be shared.
- \* A template for a [Transition Plan](#)
- \* For children with significant communication needs the school may be interested in transition training: [Early Years SEND Transition Training Application form](#)
- \* For children with high levels SEND who are likely to need more than 15 hours support in school (from the school's delegated SEND funding) Early Years SEND transition funding may be required:  
[SEND Transition Funding for SEN Children starting school in Reception Classes \(oxfordshire.gov.uk\)](#)
- \* For further information see 'Smooth Transitions in the Early Years: A Good Practice Guide' [EYFS Transition Pack \(oxfordshire.gov.uk\)](#)