

Transition Protocol for children with SEND in the Early Years setting to school guidance

This protocol is to ensure a smooth a transition takes place for all children in the early years with SEND from their early years setting into their mainstream school.

All settings are required to complete the SEND transition arrangement form and send into the Early Years team initially by the Friday before May half term. This will then need to be updated and resubmitted to the Early Years team again by Friday 3rd July 2020.

For those children receiving SEND support within an early years setting, but receiving no additional SEND funding their transition will be planned through the Hot Seating transition meetings that will be held at the beginning of the summer term. (Hot seating sessions will be held at Children's Centres across the city to enable school and setting staff to liaise in their areas.) This **may** lead to additional actions as per the flowchart.

A child receiving additional funding from early years (this maybe a child going through the EHCP assessment process) will follow the Transition Protocol flowchart See figure 1

1. Team around the family meeting held within the setting with all agencies involved to review termly support. (As part of review process practice)
2. Parent/Carer to visit schools in their local area to gauge which schools are their preference prior to school admissions deadline.
3. Transition meeting to be held in the setting at the earliest possible opportunity. Setting SENCO to invite potential school SENCO and/or Foundation lead and any other professionals involved alongside parents/carers. Early Years team or setting SENCO to ensure that the Transition meeting pro forma is completed with a transition plan. Form to be signed and shared with all involved within a week of the meeting taking place. (Same day where possible)
4. School (SENCO/ Foundation lead) to observe the child in the early years setting as per the transition plan.
5. Child to visit the school with their key person. School staff to be released to observe the child and share information with the key person including documentation.
6. Review of transition meeting to be held at the school. Minutes of the first transition meeting to be reviewed and school SENCO to take the minutes of the meeting and share with all involved within a week of the meeting taking place. (Same day where possible).
7. Final review meeting to take place at the school to handover all documentation, this may include further actions: for example, FS1 it maybe Portage discharge, re-refer for additional funding. School SENCO to take the minutes and share with all involved within a week of the meeting taking place. (Same day where possible).

Key note

Continuous communication between all involved is crucial to ensure transition is as smooth and successful as possible for all parties.