**EYFS Transition Plan- Entry to School**

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| **Time** | **Year** | **Action** | **Moderation/Assessment** | **Who?** |
| Summer termApril | 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 personNursery |
| Summer term- July | Rec | Transition meeting for parents. |  | EYFS Leader, Head Teacher and EYFS staffParents |
| 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 beginStay and playStay 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.  |  | SENDCOEYFS 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 |