

## Transition Policy

Children may undergo several transitions by the time they are five. This policy covers the most significant transitions experienced by children at Kintore Way and the strategies used to support them. Children are making personal and social adjustments all the time but the most significant times are likely to be starting nursery, moving rooms and transfer to Primary School. We aim to provide a smooth transition with clear communication between staff, parents and children.

### **Starting In The Under 3's**

Parents will have completed an application form requesting a 2 year old place, indicating the place type they require. When a place becomes vacant, the Deputy Head (under3's) will contact the parent by telephone and offer a place taking into account the request on the application (no place type can be guaranteed) A letter will then be sent confirming place type and date of Home visit

During the home visit information will be gathered, documentation completed and an agreement reached about starting and collecting times. A contract regarding fees, if necessary, will be signed and given directly to the office when the staff return from the home visit. A parent will need to stay with their child during the settling process, building a relationship with the key-person and sharing essential information about the child.

The under 3's service is divided into two sections – The first being for children attending either 5 mornings or 5 afternoons. The second provision is part week (Two and a half days) which allows parents to 'Top Up' if there is availability.

### **Starting 3-5's**

Tours of the 3-5's are offered once a month throughout the year. Parents are able to request a specific key person and classroom on the application form. During the summer term parents are contacted and offered a nursery school place for the autumn term.

Parents are invited to attend a registration session in the summer term, this gives them the opportunity to meet staff, discuss their child's needs and agree a suitable place type for their child. Once a key person is allocated they contact the parents and organise a home visit for the autumn term.

Parents and children are invited to attend an induction session at the School which provides them with all necessary information and enables staff to confirm the home visit details.

The home visit and induction sessions provide vital information both for parents and for key people. It is also a time for building a good relationship.

We do have a much smaller intake in the spring term and home visits are offered when possible.

On the first day the parent must stay with the child in the classroom, helping them to find coat pegs, toilets and other important areas. The key person will help the child to settle into the nursery and introduce them to the other children in the key group. How long the parent stays will depend on how quickly the child settles.

The key person will advise the parent about leaving and returning times and parents are asked to follow this advice closely as getting this right will ensure the child is happy and secure.

### **Moving from Under 3's to 3-5's**

Children from The Under3's have regular visits to the 3-5's throughout the year to become familiar with the learning environment and the staff. Children who are three move to the 3-5's in the autumn term or the spring term. If there are spaces available children may transfer at other times of the year.

When a child in the under threes is approaching three years of age we begin the next transition from Under 3's into a place in the 3-5's. The Office will contact each parent directly confirming the offer of a place, and informing them of the different place types in the Nursery School for them to choose from. Parents are also informed at this stage of options to pay top up for additional hours. Parents will also be invited to the registration days where, when possible, they can choose which room and place type they would like for their child.

The current key person begins accompanying their children on short visits. Over time these visits are extended once a child becomes familiar and secure within the environment. A new key person is identified, taking family and friendships into account where possible. The existing key person and new key person arrange a meeting to discuss each individual child so that their unique needs and interests are shared and an opportunity to introduce parents to the new key person is arranged by the existing key person. The existing key person has a meeting with parents to discuss the transition.

Arrangements are made for the new key person to visit the child in the under threes section and for the child to make supported visits to the 3-5's. The learning journey book is an important document as it allows parents, children and staff to record their experiences of the transition. A transition page is put into the Learning Journey Book, with important information on, and the Learning Journey Book will be continued in the 3-5's.

Parents and children are invited to the induction day at the beginning of the autumn term and offered a home visit where possible. The settling process into the new class will be supported by the key-person from the under threes although parents will be invited to stay for their child's first session in the 3-5's. The children who transfer to the 3-5's at the beginning of the spring term or at other times will be offered home visits where possible.

### **Transfer to primary school**

In the first half of the summer term parents are informed of the primary school to which their child has been allocated a place. A letter is sent out asking parents to confirm which primary school they have accepted a place at and if the child will start in September or the following January.

The nursery school staff plan, where possible or where there is a specific need, transition visits with the main primary schools that the majority of children are going to. Reception class teachers are invited to visit the nursery to meet the children and discuss them with the key person. The key person prepares children for their new school by making books, talking about the new school and arranging visits. We also provide examples of school uniforms in the home corner to encourage dressing up and role play activities.

Parents and children are invited to a graduation celebration which marks the completion of nursery education and the rites of passage to Primary School.

### **Transitions from other settings**

The policy for transition remains the same as it would be for children not currently in provision with the addition of a letter to be sent to the previous setting requesting records to be forwarded and a telephone conversation with the previous key person to share the child's needs, interests and attainment.

## **Transitions and SEN**

When we are aware that a child has special educational needs staff will attend transition Team Around the Child/Family (TAC/F) meetings for the child before they start at Kintore Way. We may also offer an additional home visit for children who need 1-1 support when they start to ensure the appropriate training and staff member is in place from the day the child starts.

During attendance at the nursery staff will support children with special needs in developing a functional communication system (spoken language, signing, PECS, gesture etc), understanding of and response to daily routines, self care to the fullest extent possible for the child, an ability to engage in activities, play skills and a positive response to soothing when upset.

The TAC are able to support organising visits to primary schools and applications for primary admission if requested. The TAC should also meet before transfer to plan the transition and share successful strategies for supporting the child. The actions agreed at the TAC meeting should be completed, the TAC can then support the transfer if negotiated as part of the transition.

If a child needs to attend specialist or resourced provision in primary school, an Education, Health and Care plan to be in place beforehand. This process can take up to six months to complete and it is likely that applications for primary admission will be made before an Education, Health and Care plan is issued. Parents should apply through the Primary admissions process even if they are applying for an Education, Health and Care plan.

## **Reference**

Change Matters – strategies for supporting children through transition in the early years in Southwark (2007)

## **Links to other Policies**

SEND policy

Admissions Policy

Learning and Teaching Policy

Child Protection and Safeguarding

# Kintore Way Nursery School & Children's Centre

## Policy Name

Transition Policy

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**Adopted and signed on behalf of the Centre by the Governing Body at the meeting on**

Curriculum Committee – 13<sup>th</sup> October 2016

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## Name of Governing Body Representative

Chair of Curriculum Committee

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## Signature of Governing Body Representative

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**Date signed** \_\_\_\_\_

**Date to be reviewed:** Autumn 2019