

### Steps

#### 1. TR1 – Summary of transitions

At the end of the Spring term, a TR1 form is sent to all PVI EY Providers, reminding them to collect and collate information about the schools/settings receiving children on their SEND Registers.

*(For YR - Parents will know by **Thursday 16<sup>th</sup> April** which schools have been offered. Although some do not accept first offer, remaining undecided for a few more weeks. In addition to this, some accept places and then later turn them down, due to other settings offering places.)*

We ask that the recorded information is returned to us as soon as possible, but no later than **7<sup>th</sup> May**

An additional form can be sent to us later, informing us of any changes, including which School Nursery Class, the children with SEND may be transferring into – these offers come out erratically, as each school is its own ‘admission body’ for YN places.

2. Once TR1 forms are back with us, EY SEND Advisers send letters\_(via email) to every school SENCo, alerting them to which children are coming into their school. Passing on contact information about current settings, and generally answering any other queries.

#### 3. TR2 – Individual Child SEND Transition Form

Settings are reminded that it is their responsibility to contact **receiving** school **SENCos** **as soon as possible** to alert them to these child/children. Depending on the child’s needs this could be a telephone call or a face-to-face meeting with school and family.

**The expectation is that all children known to the EY SEND Team will have the information on their needs passed to the school before transfer** and a **SEND Transition Form** is completed for each child in addition to the usual forms, completed at this time. This form records attendees, comments made, and actions, if agreed.

If a child has an EHCP and they have been allocated a mainstream school, with a base or specialist placement, then we still expect the PVI setting to share all information with the receiving school.

The EY SEND Advisers are available to support this process, to attend meetings if required, depending on their availability. This would be negotiated with individual settings.

4. Settings are also reminded that a **further** ‘Transfer Day’ is offered during the Summer Term in order for them to pass on paperwork and information about ALL children transferring into

school. This year the day falls on **Friday 12<sup>th</sup> June, 9.00-12.00**. Remember This should not be the only point of sharing information for children with SEND and the expectation is that liaison/meetings with receiving schools should have been by completed by this date.

5. EY SEND Advisers keep a register of the children who are transferring into which schools – sometimes this is useful in September October, if schools want more information.
6. EY SEND Advisers spend the Summer Term double checking with PVI SENCOs, that they have arranged Transition Meetings and ask them to return a copy Transition Form to us once the meeting has taken place. Settings should also share a copy with parents and the receiving school. EYSEND copies are stored centrally in our files and can be useful in Autumn Term, as per the registers.
7. **Transition Plans (New)**

The purpose of transition plans are to provide a clearly documented overview of a pupils needs which are supported (as required) by additional top-up funding for between one to four terms.

Applications for transition plans will be made following a transition planning meeting held between the two settings in which the transition plan submission is co-produced. Deadlines to submit transition plans for funding requests would be set each year towards at the start of the Summer term so that decisions can be made during the Summer term shortly after school offer day. It will therefore be necessary for settings to organise transition planning meetings early in the Summer term. There would however also be an Autumn meeting put aside for applications which are made in the new school year.

Please refer to Early Years transition plans – Eligibility guidance and process

<https://www.cognus.org.uk/wp-content/uploads/2025/03/Sutton-transition-plans--Eligibility-guidance-and-process.pdf>

Application form:

<https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.cognus.org.uk%2Fwp-content%2Fuploads%2F2025%2F03%2FSutton-transition-plan--Early-years-to-primary-Feb-25.docx&wdOrigin=BROWSELINK>