



Early years practice

9.5 Transition to school

Moving on to school is a major transition in a child's life involving separation from familiar adults and children. Older children have a more secure understanding of 'people permanence' and are able to approach new experiences with confidence. However, they need preparation if they are to approach transition to school with confidence and an awareness of what to expect.

Partnership with schools

- Details of the school that a child will be attending are recorded in the child's file.
- Every effort is made to forge and maintain strong links with all schools that children may attend. The setting manager will approach schools in order to open lines of communication where these have not previously existed.
- Teachers are welcomed into the setting and sufficient time is made for them to spend both with the child, and their key person, to discuss and share information that will support the child's transition to school.
- A child's transition form is forwarded to the school along with other information that will aid transition and settling in. Parents will see a copy of this.
- Any action plans relating to a child's additional needs are also shared, where this is in place.
- Other formal documentation such as safeguarding information is prepared in line with procedure Transfer of records.

Partnership with parents

- Key persons will discuss with parents how they are preparing their child for school and will share information about how the setting is working in partnership with the school to aid transition.
- Key persons will make clear to parents the information that will be shared with the school, for example, information regarding child protection and work that has taken place to ensure the child's welfare.

Increasing familiarity for children

- Where the setting is on, or adjacent to a school site, there will be opportunities for children to become familiar with staff and school premises.

Preparing children for leaving

- Children and parents form bonds with adults and children in the setting and will need preparation for separating from the relationships they have formed.
- The child's last day is prepared for in advance and marked with a special celebration or party that acknowledges that the child is moving on.

This policy was adopted by	Sunnybank pre-school
Adopted on	24/11/2021
Date reviewed	17/05/2026
Date for next review	17/05/2027
Signed on behalf of the provider	
Name of signatory	
Role of signatory (e.g. chair, director or owner)	