

5.6 Transfer of records to schools Policy

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Policy statement

Children sometimes leave Miss B's Nursery to move to another early years setting before they go on to school, although most leave our setting to enter a Primary School reception class.

We prepare children for these transitions and involve parents and Primary School reception class teachers (or another setting) in this process. We prepare records about a child's development and learning in the Early Years Foundation Stage in our setting; to enable smooth transitions, we share information, as appropriate, with the Primary School reception class teachers in the receiving setting at transfer.

Confidential records are shared when there have been child protection concerns, in accordance with the process required by our **Local Safeguarding Children Boards (LSCBs)**.

The procedure guides this process and determines what information we may or may not share with a receiving school or setting.

Procedures

Transfer of development records for a child moving to a Primary School reception class or another early year setting:

- Using the Early Years Outcomes (DfE 2013) guidance and our assessment of children's development and learning, the Key Person will, as required, prepare a summary of achievements in the seven areas of learning and development.

Transfer of confidential information:

- The receiving school or setting will be provided with a confidential summary record of any safeguarding or child protection concerns raised in our setting and of what was done about them.
- We will transfer the confidential information to the Primary School reception class teacher or Key Person in another early years setting.

5: Organisation, information and documentation

- We do not pass any other documentation from the child's personal file to the Primary School reception class teacher or the receiving early years setting.
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