

26. Transfer of records to school from Welford Pre-school

Statement of Intent

- We recognise that children sometimes move to another Early Years setting before they go on to school, although many will leave our setting to enter a school reception class.
- We prepare children for these transitions and involve parents/carers and the receiving setting in this process. We prepare a transition document about the child's development and learning in the EYFS while at Welford Pre-school; in order to enable smooth transitions, we share appropriate information with the receiving setting or school at transfer.
- Confidential records are shared where there have been child protection concerns according to the process required by our Local Safeguarding Children Board. Confidential records are also shared where there is SEND identified.
- The procedure guides this process and determines what information we can and cannot share with a receiving school or setting.

Method

Transfer of development records for a child moving to another Early Years setting or school

Using the West Northamptonshire transition form ensures the key person prepares a summary of achievements in the 7 areas of learning and development.

This record refers to any additional language spoken by the child and their progress in both languages.

The record also refers to any additional needs that have been identified or addressed by Welford Pre-school.

The record also refers to any special needs or disability, and whether an EHA was raised in respect of special needs or disability, or whether there is a EHCP in place and gives the name of the lead professional.

The record contains a summary by the key person and a summary of the parent/carer's view of the child.

The document may be accompanied by other evidence such as photos or drawings that the child has made.

If there have been any welfare or protection concerns, a star is placed on the front of the assessment record.

Transfer of confidential information

The receiving school or setting will need to have a record of concerns that were raised at Welford Pre-school and what was done about them.

A summary of the concerns will be drawn up to send to the receiving setting or school, along with the date of the last professional meeting or case conference. Some Local Safeguarding Children Boards will stipulate the forms to be used and provide these.

Where an EHA has been raised in respect of any welfare concerns, the name and contact details of the lead professional will be passed on to the receiving setting or school.

Where there has been an investigation regarding a child protection concern, the name and contact details of the child's social worker will be passed on to the receiving setting or school – regardless of the outcome of the investigation.

This information is posted or taken to the school or setting, addressed to the setting or school's designated person for child protection and marked confidential.

Date reviewed	13/10/2025
This policy was adopted at a meeting of Welford Pre-school held on	23/10/2025
Signed on behalf of the Committee	
Role of signatory	Chair