

Early Years Transition Timeline for Children, Families and Settings

Torbay's commitment for transition has been developed through partnership working with:

- Schools
- Early years settings
- Educational Psychology
- Portage Home Visiting team
- 0-19 Torbay

The document is laid out to outline transition support for children, families and all early years settings, it includes:

- The commitment to transition for all
- Universal for children, families and settings
- Targeted support for children with additional needs such as cared for child/social care involvement/vulnerable child/SEND and their families and settings

It is intended to be used throughout the year to support the process of children transitioning into and out of settings.

The colours show:

Ongoing
through the
year

Children

Families

Settings

Our Commitment for Early Years Transition: **Inclusion for all.**

Children

Children feel seen, known and heard as their needs, wants, likes and dislikes are understood.

Families

Families feel informed, empowered and valued, prepared for the change ahead.

Settings

Settings will feel confident and supported enabling a strong working partnership.

The commitment has five expectations that all partners will use to work together to ensure a smooth transition for each child.

Our expectations are:

Communication:

Open and honest conversations are effective, timely and impactful.

Relationships and personal connection:

Everyone's voice is valued, contributing to a nurturing, trusting relationship, between family, child and settings.

Partnerships:

Everyone coming together to collectively share knowledge and expertise.

Child centred:

Every child will be heard with their individual needs and strengths being the focus.

Inclusive:

A fully accessible welcoming environment that is adaptable and individualised.

Torbay's commitment for transition has been developed through partnership working with 0-19 Torbay, early years settings and schools.

Early Years Transition Timeline for Children

TORBAY.GOV.UK

Autumn 1

Autumn 2

Spring 1

Spring 2

Summer 1

Summer 2

Regular attendance will help the child to settle into their setting and become familiar with the routines.

**Universal
support
-
Induction**

Child offered settling in sessions.

Child becoming more confident with adults and the established routines at their setting.

Child growing in confidence with their learning and development.

**Universal
support
-
Transition**

Child beginning to be part of group discussions about moving to a new setting/room.

Child may attend transition visits to school/new room/setting.

Torbay Early Years Transition Timeline for Families

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Autumn 1

Autumn 2

Spring 1

Spring 2

Summer 1

Summer 2

Regular attendance will help your child settle at their setting and get you both used to the routine of going to school daily.

Universal support - Induction

Visit schools in your child's catchment area. The school may offer tours or open days. You may wish to take your child along with you.

While at the school, ask any questions you may have prepared.

Universal support - Transition

Parents/carers complete their child's school admission before January deadline using Torbay Council School Admissions process: <https://www.torbay.gov.uk/schools-and-learning/admissions/primary-admissions/>

Parents should share with the EY setting their child's chosen school allocation.

Parents/carers may attend school for visits or specific parent meeting, Children may attend visits.

You may find second hand uniform is available at the child's school or from local shops

Parents/carers may share specific concerns such as the child's eating, sleeping or toilet training – the Family Hub website has information which can help. [Home - Family Hub \(torbayfamilyhub.org.uk\)](http://torbayfamilyhub.org.uk)

[Early help - Torbay Safeguarding Children Partnership](#) Early Help is available to support families and planned Team Around the Family meetings should be held regularly.

Torbay Early Years Transition Timeline for Settings

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	Autumn 1	Autumn 2	Spring 1	Spring 2	Summer 1	Summer 2
	Regular attendance will help the child settle at your setting and become familiar with the staff and routines.					
Universal support - Induction	Arrange induction meetings to gather information on the child and family's needs. Settling in visits help the child and family prepare to start at the setting.					
Universal support - Transition		Ensure parents have applied for a school place before the January deadline using the school admissions process: https://www.torbay.gov.uk/schools-and-learning/admissions/primary-admissions/			Consider how discussions and the learning environment can increase awareness of transition	
					Plan and arrange transition meetings and visits the child's new setting.	
	Early help - Torbay Safeguarding Children Partnership Early Help is available to support families and planned Team Around the Family meetings should be held regularly.					
	Paperwork to support the graduated approach above is available here: SEND Resources - Family Hub (torbayfamilyhub.org.uk)					

Torbay Early Years Transition Timeline for Children

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Autumn 1

Autumn 2

Spring 1

Spring 2

Summer 1

Summer 2

Regular attendance will help your child settle at their setting and get you both used to the routine of going to school daily.

Targeted support - Induction

On registering with the setting, if the children have an identified need a team around the family (TAF) meeting should be held so that an agreed plan of support is in place for when the child starts at the setting.

Children with an identified need to continue half termly TAF meetings to agree plans of support.

Capture the voice of the child in their one-page profile with the family and share with the key adults.

Targeted support - Transition

Children with SEND needs will have plans of support in place linked to their motivations and interests including adaptations to the provision ready to share with receiving setting.

Liaise with colleagues in receiving setting to support an enhanced transition.

Paperwork to support the graduated approach above is available here:

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[Early help - Torbay Safeguarding Children Partnership](#) Early Help is available to support families and planned Team Around the Family meetings should be held regularly.

Torbay Early Years Transition Timeline for Families

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Regular attendance will help your child settle at their setting and get you both used to the routine of going to school daily.

Targeted support - Induction

On entering a setting, if children's needs are assessed and identified as requiring enhanced support, leading to the Graduated Response Cycle of SEN Support (Assess, Plan, Do & Review), a request for advice should be made for the appropriate support services.

Children's needs should be reviewed with parents/carers and relevant professionals and monitored through appropriate support plans (e.g. Personal Education Plans; Individual Learning and Development Plans).

The family will be invited to create a one-page profile to build an understanding of the child.

Families can access groups and training through Torbay Family Hub: [Support for Parents and Carers - Family Hub](#)

Targeted support - Transition

Parents/carers complete their child's school admission before January deadline using Torbay Council School Admissions process: <https://www.torbay.gov.uk/schools-and-learning/admissions/primary-admissions/>

Parents share with setting their child's school allocation.

On registering with the setting, if the children have an identified need (and are already known to support services) a team around the family (TAF) meeting should be held: [Early help - Torbay Safeguarding Children Partnership](#)

Paperwork to support the graduated approach above is available here: [SEND Resources - Family Hub \(torbayfamilyhub.org.uk\)](http://SENDResources-FamilyHub.torbayfamilyhub.org.uk)

Torbay Early Years Transition Timeline for Families

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Summer 2

Regular attendance will help your child settle at their setting and get you both used to the routine of going to school daily.

Targeted support - Transition

Schools may offer tours or open days. You may wish to take your child along with you. While at the school, ask any questions you may have prepared.

Complete your child's school admission within the time frame www.torbay.gov.uk/schools-and-learning/admissions/primary-admissions/

Parents/carers together with the early years setting complete the enhanced transition document and a one-page profile ready to share with the receiving school.

Attend prearranged Enhanced Transition meetings including all the relevant multi professionals and handover information to the school. Share completed Enhanced Transition documents and final One Page Profiles.

Paperwork to support the graduated approach above is available here: [SEND Resources - Family Hub \(torbayfamilyhub.org.uk\)](http://SEND Resources - Family Hub (torbayfamilyhub.org.uk))

Families who have engaged with Early Help should have planned TAF meeting with all professionals involved.
[Early help - Torbay Safeguarding Children Partnership](#)

Torbay Early Years Transition Timeline for Settings

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Regular attendance will help the child settle at your setting and become familiar with the staff and routines.

Targeted support - Induction

On registering with the setting, if the child has an identified need (and is already known to support services) a team around the family meeting should be held so that an agreed plan of support is in place for when the children start at the setting.

The child's needs are assessed and identified as requiring enhanced support, leading to the graduated approach (assess, plan, do & review) and monitored through appropriate support plans: one page profile, PEP; ILDP ; ILDP review.

Ensure appropriate advice and guidance is being accessed by outside professionals.

Work collaboratively with multi agency teams to support your setting to meet the needs of the child.

If parents/carers are seeking a delayed or deferred school entry please follow the guidance: [Starting school later in the academic year \(Deferred Entry\) - Family Hub \(torbayfamilyhub.org.uk\)](#) [delayed entry to school - Family Hub \(torbayfamilyhub.org.uk\)](#).

Targeted support - Transition

Families who have engaged with Early Help should have planned TAF meeting with all professionals involved.
[Early help - Torbay Safeguarding Children Partnership](#)

Paperwork to support the graduated approach above is available here: [SEND Resources - Family Hub \(torbayfamilyhub.org.uk\)](#)

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Targeted support - Transition

If a specialist provision is requested referrals for an Educational Psychology consultation must be made by October half term.

Support parents/carers with primary school visits / open events and meetings.

Ensure parents have applied for a school place before the January deadline using the school admissions process:

<https://www.torbay.gov.uk/schools-and-learning/admissions/primary-admissions/>

Identify all the children needing an enhanced transition.

In order to complete the 20-week time frame, submit all requests for an Education, Health and Care Needs Assessments for a child starting school the following September.

Work with parents/carers to create a plan to share information with their children's chosen receiving schools.

Establish contact with the schools SENDCOs to arrange a transition meeting, for all those children with SEND starting the following September.

Add extra transition visits and identify any other resources needed to ensure a smooth transition

Paperwork to support the graduated approach above is available here: [SEND Resources - Family Hub \(torbayfamilyhub.org.uk\)](http://SENDResources-FamilyHub.torbayfamilyhub.org.uk)

Families who have engaged with Early Help should have planned Team Around the Family meeting.