10.7 Transfer of records to school

Policy statement

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 nursery or reception class.

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

Confidential records are shared where there have been child protection concerns according to the process required by our Local Safeguarding Children Board.

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

Procedures

Transfer of development records for a child moving to another early years setting or school

- The child's key person will prepare a summary of the child's progress.
- The record refers to:
  - any additional language spoken by the child and his or her progress in both languages;
  - any additional needs that have been identified or addressed by our setting;
  - any special needs or disability, whether the child has an EHC plan and the name of any external professionals/agencies involved in supporting the child.
- The document may be accompanied by other evidence.
- When a child transfers to a school, we complete a Transition To School document.

Transfer of confidential information

- The receiving school or setting will need to have a record of any safeguarding or child protection concerns that were raised in our setting and what was done about them.
- Where there were child protection investigations about a child, information is passed on/stored according to current guidelines from the local Safeguarding Board.
- We post or take the information to the school or setting, ensuring it is addressed to the setting or school's designated person for safeguarding and marked as 'confidential' and obtain receipt of documents.

Transfer of Records to school

There is a joint responsibility when a child starts at a new educational setting/school to ensure the receiving setting/school has all existing child protection and SEND records. When a setting/school admits a new pupil, they must always check with the previous one whether there are any child protection records to transfer. However, it is also the responsibility of the original setting/school to ensure any records are transferred to the new setting/school.

When a child moves to another educational setting, any records of child protection/welfare concerns are set to the receiving setting/school as soon as possible. The DSL from the previous setting/school makes telephone contact with their counterpart in the receiving setting/school to discuss the case, share important information and agree a means of transfer of the records as soon as is practicable.

Where files are sent by post, they are sent secure recorded delivery to a names individual. The receiving setting/school should receive a telephone call in advance to notify them that the file is being sent. The envelope should be marked 'Strictly Confidential' and for the attention of the named DSL. A record of transfer form is included with the file and the receiving setting/school should be asked to sign the form and return it to the sending setting/school to confirm they have received the file.

Whenever a file is transferred, settings/schools should retain copies of the original file and a copy of the 'File Transfer Record and Receipt'. Once confirmation of the receipt at the new setting/ school has been received, any paperwork held at the previous setting should be destroyed.

This policy was adopted by	Springfield Bees Pre-School
On	15/12/25
Date to be reviewed	15/12/26
Signed on behalf of the provider	
Name of signatory	
Role of signatory (e.g. chair, director or owner)	