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Transfer of Records to School Policy

Bradpole Preschool recognises that children may move to other Early Years Settings although most leave our setting to enter a nursery or reception class.

We prepare the 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 (EYFS) in our setting; 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 the Dorset Safeguarding Children's Partnership. The procedures guide and determine 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
- Using the Development Matters in the EYFS guidance and our assessment of children's learning and development, the key persons will prepare a summary of achievements in the seven areas of learning and development
- 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 the setting
- Any special needs or disability, whether a CAF/ TAF was raised in respect of a special need or disability, whether there is an EHCP
- The record contains a summary from the key person and a summary of the parents' view of the child
- The documents may be accompanied by other evidence such as photos and drawings the child has made
- When a child transfers to a school we use our own assessment summary format based on the Local Authority one
- If there have been welfare or protection concerns, these records are securely passed on, details of what the concerns were and what has been done about them
- Where a CAF/TAF has been raised, the name and contact details of the lead professional will be passed on to the receiving school or setting
- Where there has been a s47 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
- All transfer information is taken by hand to the school or setting addressed to the reception teacher
- Child protection information is marked 'confidential' and given to the school or setting's designated lead person for child protection



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This policy was updated at a meeting of: The Committee of Bradpole Preschool

Held during the Autumn Term 2025

Date to be reviewed: Autumn Term 2026