10.6 Transfer of Records to School

1) Purpose

We prepare children for transitions to another setting or school and share appropriate information so that transitions are smooth and children continue to be supported properly.

2) Transfer of development records

- Using Early Outcomes guidance and nursery assessments, the key person prepares a summary of the child's achievements across the seven areas of learning and development.
- The summary includes any additional language spoken, progress in both languages, any additional needs addressed by the nursery, any special educational needs or disability, whether an Early Help or equivalent plan has been raised, whether there is a statement or equivalent, and the name of the lead professional where relevant.
- The record includes a summary from the key person and a summary of the parent's view. It may also include other evidence such as photos or drawings.
- Where the local authority provides a transition record or assessment summary format, the nursery follows that format.
- If there have been welfare or protection concerns, a star is placed on the front of the assessment record.

3) Transfer of confidential information

- Receiving settings or schools need a summary of safeguarding or child protection concerns and action taken.
- The nursery sends a summary of concerns, the date of the last professional meeting or conference, the name and contact details of the lead professional for any Early Help plan, and the child's social worker's details where there has been a section 47 investigation, regardless of the outcome.
- Information is posted or hand-delivered securely, addressed to the receiving setting's designated safeguarding lead or equivalent and marked confidential.
- The nursery seeks parental permission where appropriate and does not transfer any other documents from the child's personal file.

4) Policy details

- Provider: Aspire Day Nursery Ltd
- Adopted: April 2015
- Date last reviewedMarch 2026
- Signed by: C Moxon
- Name of signatory: Christine Moxon
- Role: Manager