

Preparing Children and Families for Transition to School

A step-by-step guide to ensuring children and families are successfully supported and prepared for their transition to school



Complete by

<p>January</p>	<p>Nursery applications Nursery admissions Nursery admissions London Borough of Hounslow 1 January 2023 - Applications open for September 2023 Parents to complete forms and return directly to the schools they wish to apply for. Some schools will also require you to complete their supplementary information which can be obtained directly from the school.</p> <p>Reception applications 15 January 2022 – Applications for reception class starting September 2023 closed. Please signpost parents to the link below for information/support on any late admissions. Late applications and key dates Primary School Admissions London Borough of Hounslow If parents are considering the child staying with the provision when they would be in reception class, there is some key information that you need to share with parents. Please use the reception age children frequently asked questions to share with parents which has been provided to you from the early years and childcare service.</p>
<p>April / Reception March / Nursery</p>	<p>Reception applications 17 April 2023 – National Offer Day. 2 May 2023 – last date to respond/accept the school place offered.</p> <p>Nursery applications 10 March 2023 – close of applications Offers made – the schools will contact parents directly</p>
<p>End of May</p>	<p>Conduct a progress meeting with parents detailing the progress their child has made in your provision, areas of development you are planning to support and how parents can support children’s learning at home. This is the prime opportunity for the setting to gather information on where the child will be transferring to in the September, be this for nursery class or reception class. If parents are requesting the child stay at your provision for the reception year, you need to ask yourself the following questions:</p> <ul style="list-style-type: none"> ❖ Can we meet children’s needs when they should be in reception class? ❖ Do we have the practitioner skills necessary to deliver learning that reception aged children would need, including teaching a phonics programme and early mathematics skills? ❖ Providing children with opportunities to socialise with their peers? ❖ Will the children be funded with me for the whole year if they turn 5 whilst with me? <p>If a parent requests that their Reception Aged Child stays with you for their Reception Year you will need to contact rebecca.shevlini@hounslow.gov.uk</p>
<p>End of June</p>	<p>Complete all children’s one page transition to school summary ensuring that the assessment levels identified are accurate and that you are using safe data protection systems to share this information. Other documents that would support you are:</p> <ul style="list-style-type: none"> ❖ transferring records to school process ❖ transferring records to school checklist ❖ one-page transition summary record ❖ transfer of child protection records
<p>End July or August dependent on the provision</p>	<p>Celebrate children’s time with you with parents, children, and staff</p>