



Planning Supported Transitions for children with additional needs starting Reception in 2022

When	What	Who
Tuesday 19th April 2022	Primary school allocations sent to applicants Key dates for primary, infant and junior school places - West Sussex County Council	West Sussex School Admissions Team
16th May to 27th May 2022	Universal Transition Events held in localities Transition guidance - West Sussex County Council Identify which children will need a Supported Transition Diversity and inclusion - West Sussex County Council Supported transition for our youngest children Tools for schools (local-offer.org)	School, Early Years Settings, Early Years Childcare Advisers (EYCA's) and Early Years Transition Teachers
May, June and July	School and EYs setting staff work together to hold a Supported Transition Planning Meeting to complete the Supported Transition Plan. Staff work together, with parents, to implement the Transition Plan. This will include sharing information and may also incorporate additional visits. Supported transitions into pre-school settings Tools for schools (local-offer.org)	School, Early Years Setting, Parents <i>Include other professionals as appropriate e.g. EYCA, EYs Transition Teacher, ASCT, LBAT etc</i>
September and October 2022	Hold a '6 weeks in' meeting to review the supported transition and settling-in arrangements. Supported transition for our youngest children Tools for schools (local-offer.org)	School & Parents <i>Include other professionals as appropriate e.g. EYCA, EYs Transition Teacher, ASCT, LBAT etc</i>

Frequently Asked Questions:

Is there specific criteria for a Supported Transition?

No. There is no definitive list or criteria of children who may require a Supported Transition, but they may include children who:



- *have identified special educational needs or a disability;*
- *who are not meeting their expected stage of learning and development;*
- *who have English as an additional language;*
- *children who are known to Social Services; or*
- *who are looked after by the Local Authority.*

What are the timescales for supported transitions?

The Supported Transition meeting should be arranged as soon as the child's place has been confirmed. As outlined on the planning format, some elements will need to be completed prior to the transition meeting and others during the meeting.

Whose responsibility is it to initiate and complete a Supported Transition for a child?

Once children have been identified as requiring a Supported Transition, it is the responsibility of both the Early Years Setting and the School to ensure the transition is smooth. Effective communication between the setting and parents, setting and school, and school and parents are key in ensuring an effective transition.

Will an EYCA be involved in all Supported Transition Meetings?

Sometimes. It may be appropriate for an EYCA to attend Supported Transition meetings for some children. However, it is not the EYCA's responsibility to lead meetings or pass information between settings, parents and schools.

What additional services can support families during transition?

SEND IAS can offer a great deal of support to families during the transition process. Along with the EY settings, they can be a voice for parents and support schools in understanding wider family issues.

What information should the school expect to receive from a child's Early Years Setting as part of the Supported Transition?

- *the areas of development the child needs support in;*
 - *what strategies are working well;*
 - *if any specialist equipment or training needed prior to the child's transition;*
 - *any other agencies or professionals the child is known to or supported by.*
- The setting knows the child really well, therefore it is important they share all information about the child and give the school a holistic picture.*

Remember:

Partnerships between Setting, School and Parents are key in a successful Supported Transition.

Some parents will need sensitive support to help them become partners in the important process of transition.