

Supported transition plan – guidance for completion

Purpose

To support practitioners, schools, parents and carers to prepare for a child's transition where a need for additional planning, preparation and support has been identified.

Providers must have arrangements in place to support children with SEN or disabilities.

Statutory framework for the Early years Foundation Stage 2017 (3.67)

Timescales

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.

Guidance

This guidance should be read alongside the principles and prompts outlined in the Universal Transition Guidance.

Supported Transition meetings and planning may be appropriate for a number of reasons. This 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.

Please note, the above is not a definitive list.

Working with the parents, ensure that all professionals involved with the child are invited to the meeting.

Using the plan template

Use the plan template to support your discussions and record:

- who is present at the meeting;
- 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;
and
- the agreed actions to support transition and who is responsible.

Everyone contributing to the transition meeting and resulting plan should be given a completed copy of the plan.

This transition documentation is intended as guidance only. It does not present a definitive model of transition rather it presents examples of good practice that can assist with your current policy and procedures.