



10.5 TRANSFER OF RECORDS TO SCHOOL

POLICY STATEMENT

Most children will leave the nursery school to enter reception classes at school. It is recognised that children sometimes move to another early years setting before they go on to school.

The nursery school prepares children for these transitions and involves parents and the receiving setting or school in this process. Records are prepared about a child's development and learning in the Early Years Foundation Stage in our setting. In order to enable smooth transitions, appropriate information is shared 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 our Local Safeguarding Children Board.

The procedure guides this process and determines what information the nursery school 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 Early Years Foundation Stage guidance and the nursery school's assessment of children's development and learning, the key person will prepare a summary of achievements in the seven areas of learning and development.

- The record refers to:
 - 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 Common Assessment Framework (CAF) was raised in respect of special needs or disability, whether there is a Statement of Special Educational Needs, and the name of the lead professional.
- The record contains a summary by the key person and a summary of the parent's view of the child.
- The document may be accompanied by other evidence, such as photos or drawings that the child has made.

Transfer of confidential information

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- The parent consents to the transfer of information by signing the Parent Declaration form.
- The receiving school or setting will need to have a record of any safeguarding or child protection concerns that were raised in the setting and what was done about them.
- A summary of the concerns will be made to send to the receiving setting or school, along with the date of the last professional meeting or case conference.
- Where a CAF has been raised in respect of any welfare concerns, the name and contact details of the lead professional will be passed on to the receiving setting or school.
- 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.
- This information is posted or taken to the school or setting, addressed to the setting or school's designated person for child protection and marked as 'confidential'.

Legal Framework

UK - General Data Protection Regulation

Freedom of Information Act (2000)

Human Rights Act (1998)

Children Act (2004) (updated from 1998)

Further Guidance

Information Sharing: Advice for practitioners providing safeguarding services for children, young people, parents and carers (DfE May 2024)

This policy was adopted at a meeting of the Meadow Nursery School Parents' Association Committee	
Held on	31 st March 2014
Policy reviewed	September 2025
Date to be reviewed	September 2027
Signed by Chair	
Name	Samantha Foster-Kennedy
Signed by Nursery Manager	
Name	Debbie Hill

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