

# Coventry Early Years Transition Timeline

## Early Years Providers

- Ask parents/carers about their child's allocated school place.
- Start to plan for summer transition arrangements.
- Use [Kindred<sup>2</sup>](#) when discussing school readiness with parents/carers.
- Obtain informed consent from parents/carers for transition information to be shared with receiving school.
- Begin contacting the receiving school to discuss transition plans and arrange visit dates.
- Consider the support required for children with a higher level of need.
- Attend LA Early Years Transition Briefing and access the Coventry Transition toolkit.
- Ask the receiving school to share transition information such as photographs of the classroom, staff names, induction/information packs.
- Incorporate transition activities into curriculum planning.
- Support visits to receiving school/children attend transition day.
- Complete all relevant transition documents and share these securely with the receiving school.
- Continue to contact receiving schools, as needed.
- Signpost families to local community events for over the summer period. (e.g. Family Hubs/50 Things to Do Before You're Five)
- Direct any new arrivals to the Coventry Admissions Team to apply for a place.

April



May



June



July



August

## School Reception Class

- School will have received notification of new places offered for September.
- Start to plan for summer transition arrangements.
- Use [Home - Starting Reception](#) school readiness leaflet when discussing school readiness expectations with parents.
- Begin contacting Early Years providers to discuss transition plans and arrange visit dates or telephone discussions.
- Attend LA Early Years Transition Briefing and access Coventry Transition toolkit.
- Collate transition information received from Early Years providers, including EHCP's.
- Consider specific arrangements required to meet children's individual needs. Develop health care plans, if required.
- Access training or external support as required for health care plans.
- Complete visits or telephone discussions with Early Years providers.
- Complete school transition day for new children.
- Complete any relevant transition documents.
- Transition information/packs shared with parents/carers re: home visits, settling in sessions, stay and play, transition meetings, arrangements for September.

# Coventry Early Years Transition Timeline

## Early Years Providers

- Settling in new children at the start of term – following usual processes.
- Regularly meet with parents/carers to discuss how their child is settling in and to review provision.
- Ensure relevant information is shared with key staff.
- Identify any further staff training needs.
- Display school information about next school intake/applying for places.
- Complete baseline assessment for each child, including WellComm as needed.
- Continue to work with parents and other professionals to support children's individual needs and regular attendance.
- Share information with parents about their child's learning and developmental progress.
- Remind parents/carers of school application dates.
- Identify from assessment information where children may need additional support.

**September**



**October**



**November**



**December**

## School Reception Class

- Settling in new children at the start of term – following usual processes.
- Regularly meet with parents/carers to discuss how their child is settling in and to review provision
- Ensure relevant information is shared with key staff.
- Identify any further staff training needs.
- Complete Reception Baseline Assessments (RBA) for each child.
- Continue to work with parents and other professionals to support children's individual needs and regular attendance.
- Share information with parents about their child's learning and developmental progress.
- Identify from assessment information where children may need additional support.

