

# HOW TO USE THE TRANSITION LEVEL OF NEED TOOL



## Child Level Information

The Transition Level of Need tool (TLNT) has been developed for early years practitioners (in preschool, day nursery and childminders) to complete on exit from the early years setting to support the point of transition into the nursery/reception provision, and for nursery class transition into reception class.

**\*\*Please ensure that you use the latest version of the spreadsheet which says '2024 Version' at the top\*\***

1. Practitioners identify which provision the child is moving on to.
2. Create a separate TLNT spreadsheet for each individual setting/school – **not individual children.**
3. Add the names of all the children moving to that school nursery or reception class.
4. Identify any potential barriers to learning by completing the (TLNT) spreadsheet.
5. Enter 'Y' for any statement that applies to the child and leave blank any statement that does not apply to the child. **This should be completed by the end of May.**

					Totals:			
Destination School	Child First Name	Child Surname	Gender	Term of Birth	0	0	1	1
					1) Child Looked After (CLA) in progress	2) Child in Need (CIN) / Child Protection Plan (CPP)	3) Special Educational Needs and Disability (SEND)	4) Social and Emotional Wellbeing (SEMH)
Waters Edge	Olivia	Barden	F	Autumn				Y
Waters Edge	Eloise	Bennet	F	Spring				
Waters Edge	Hugo	Bennison	M	Summer				
Waters Edge	Eleanor	Carlton	F	Summer				
Waters Edge	Daniel	Carter	M	Autumn			Y	
Waters Edge	Jonny	Constantinou	M	Summer				

6. Totals will appear above the column headings for each area of need, plus scores and ratings for each individual child will appear at the end of each row.
7. Each statement has been allocated a number of points, corresponding to the potential barrier to learning:
  - If a child has a combined score of 12+ this indicates an **intensive level of need**
  - If a child has a combined score of 4-11 this indicates a **personalised level of need**
  - If a child has combined score 1-3 this indicates a **targeted level of need**
  - If a child has a score of 0 this indicates a **universal level of need**
8. Children may meet the criteria in different parts of the TLNT rating.
9. The points system will determine which level of support the child will require on entry to nursery or reception.

<b>Intensive needs</b>	High level of intensive tailored support will be required that include additional meetings including a range of professionals, environmental alterations or specialist resources/training
<b>Personalised needs</b>	Adaptations to provision to meet personalised needs will be required this may include additional meetings, environmental alterations or specialist resources/training
<b>Targeted needs</b>	Provision will need to be adapted to take into account personal circumstances that may hinder settling
<b>Universal needs</b>	Best practice transition procedures

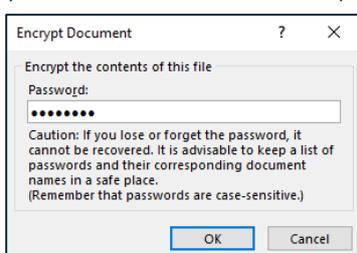
10. As part of ongoing communication with parents/carers, share details of the identified needs where their child may require further support when they go to school.
11. Send the spreadsheet securely to the nursery/reception provision by end of April:
  - password protecting the file
  - establishing a named email address to send to at the receiving school
  - communicating the password to the school by a separate method (different email message, by phone etc)
12. To protect the spreadsheet, ensure that you have saved it with a suitable name, e.g. your setting name plus the cohort year (nursery or reception) and the date.  
**Please note that these instructions relate only to Excel 365 for Windows. If you are using other software then the menu options or buttons may be different.**
13. Click on the **File** tab in Excel.



14. Click on **Info**, then click on the drop-down arrow for **Protect Workbook** and choose **Encrypt with Password**.



15. You will be prompted to enter a password – **IMPORTANT**, if you forget the password, you will **NOT** be able to open the file again.



16. Click **OK**, and you will be prompted to enter the password again. The **Protect Workbook** button will now appear with a message confirming that a password is needed to open the file.



17. Click **Save**. If you wish, you can test the password, by closing the file then opening it again.
18. If the school or parent/carer advises you that the children will no longer be going to that school, then you will need to send their details to the new school and inform the previously named school.