HOW TO USE THE TRANSITION LEVEL OF NEED TOOL (TLONT).

Child Level Information

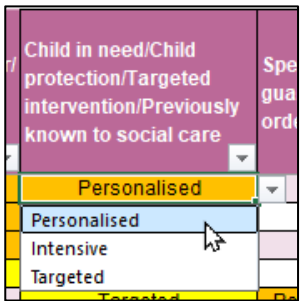
The Transition Level of Need tool (TLoNt) has been developed for early years practitioners (in preschool, day nursery and childminders) to complete on exit from the early years setting to support the point of transition into the nursery/reception provision, and for nursery class transition into reception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

Please ensure that you use the latest version of the spreadsheet which says '2026 Version' at the top

1. Practitioners identify which provision the child is moving on to.
   NB: If you must open the TLoNt spreadsheet in web browser **OR** are unable to successfully **Enable Macros** when opening the TLoNt spreadsheet using the Excel application in Windows, you **MUST** create a separate for each individual setting/ school – **not individual children**. See the instructions from step 17 below on how password protect your spreadsheets to send.
2. Add the names of all the children moving to that school nursery or reception class.
3. Add the 3-digit number of the Destination School next to each child in the **Destination School No** column. This will populate the Destination School Name next to the child's name. **NB:** You can find a list of schools and their 3-digit numbers via the Schools tab. If the Destination School does not appear in the list, please contact **eytransition@hfleducation.org** for further guidance.

Destination School No	Destination School Name	OOC	Child First Name	Child Surname	Gender	Term of Birth	30-hours of provision	Child look after/ previuosly looked after	Child in need/Child protection/Targeted intervention/Previously known to social care	Sp gu or
999	Waters Edge		John	Smith	M	Autumn	Y	Personalised	Personalised	
999	Waters Edge		Abigail	Smith	F	Summer		Personalised	Intensive	
999	Waters Edge		Jane	Doe	F	Autumn		Personalised	Targeted	
998	High Ridge		Jon	Doe	M	Autumn		Targeted	Targeted	
998	High Ridge		Ron	Weasel	M	Spring			Targeted	P
998	High Ridge		Kim	Bar-Lee	F	Spring			Targeted	

4. Identify any potential barriers to learning by completing the TLoNt spreadsheet.
5. Select either or enter Intensive, Personalised or Targeted as appropriate for each relevant statement. **NB:** Some statements will not show all three barriers.
   This should be completed by May.

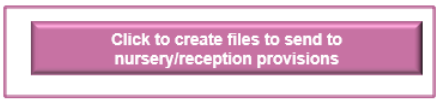


6. Totals will appear above the column headings for each area of need, plus scores and ratings for each individual child will appear at the end of each row.
   NB: Where a potential barrier to learning is not included in a statement, a value of zero will always show for that barrier in the totals.

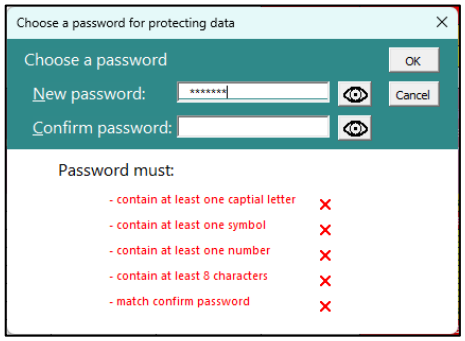
7. Each statement has been allocated a number of points, corresponding to the potential barrier to learning:
   - If a child has a combined score of 12+ this indicates an **intensive level of need**
   - If a child has a combined score of 4-11 this indicates a **personalised level of need**
   - If a 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 TLoNt rating.
9. The points system will determine which level of support the child will require on entry to nursery or reception.

Intensive needs	High level of intensive tailored support will be required that include additional meetings including a range of professionals, environmental alterations or specialist resources/training
Personalised needs	Adaptations to provision to meet personalised needs will be required this may include additional meetings, environmental alterations or specialist resources/training
Targeted needs	Provision will need to be adapted to take into account personal circumstances that may hinder settling
Universal needs	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. Ensuring the Enable Macros has been pressed, click the button to create files to send to nursery/reception provisions.



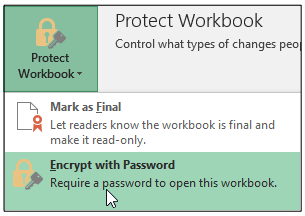
13. You will be presented with a dialog window request a password to protect the spreadsheets Excel will generate.



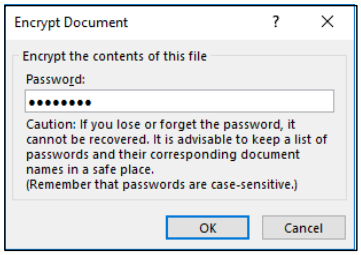
14. Enter a suitable password ensuring that it meets the security requirements.

15. Click **OK** on the dialog and Excel will start creating spreadsheets for all the different **Destination Schools** you have listed against your children in the **School list** spreadsheet.
16. Once successfully completed, you will see a short confirmation message and Excel will open the folder (or web page if you are using cloud storage) where the spreadsheets to send have been saved.
17. If you are unable to successfully click on the button to create files to send to nursery/ reception provisions, follow the instructions below to protect the spreadsheet you have created for the Destination Schools.
18. 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.**
19. Click on the **File** tab in Excel.

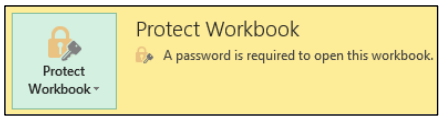
20. Click on **Info**, then click on the drop-down arrow for **Protect Workbook** and choose **Encrypt with Password**.



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



22. 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.



23. Click **Save**. If you wish, you can test the password, by closing the file then opening it again.
24. 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.