TRANSITION LEVEL OF NEED TOOL.

INFORMATION FOR SCHOOL BUSINESS MANAGERS, OFFICE MANAGERS AND OTHER SCHOOL ADMINISTRATIVE STAFF

It is of vital importance that early years school staff receive as much information about the children due to start school each September to enable staff to plan appropriate support throughout the transition period.

School Business Managers, Office Managers and other administrative staff have a key role to play in managing the administration of the information sharing, including receiving and collating information and sharing information with other schools/settings and HFL Education (HFL). This document provides an overview of the key administrative activities involved, enabling those staff to consider how to support these processes.

These are the key documents to support the administration and completion of the Transition Level of Need Tool:

Transition Level of Need Pathway
The pathway highlights the key dates, responsibilities and actions required to support the transition level of need process.
Transition Level of Need Tool
This tool (Excel spreadsheet) enables your setting to record the potential barriers to learning for each individual child. The tool will calculate the level of need for each child, and also the numbers of children in total requiring support by level of need and individual barrier to learning. This provides school early years teams with information not just on individual children but also the overall needs of the incoming cohort.
Transition Level of Need Overview
This tool enables easy collation of the information received from feeder settings, supporting individual and cohort planning. This tool will calculate the totals overall required to be sent to HFL.
How to use the Transition Level of Need Criteria Tool
This provides guidance for using the tool at individual child level and school cohort level.

HFL Education

Hertfordshire

Timeline and Activity

- All schools will be receiving information from PVI settings, childminders and nursery schools/classes where children are transitioning to your school. This will be shared early in the summer term.
- Nursery schools and schools with nursery classes will be sharing information with the next school and also receiving information.
- All schools will be collating the information received and sending an overview to HFL/HCC.

A summary of the activity for both nursery and reception classes	
Nursery Schools and Nursery Classes	**Reception Classes**
Nursery schools and nursery classes will both receive and send information on the children's transition level of need.	Reception classes will receive information on the children's transition level of need.
Nursery schools and nursery classes will receive information from preschools and day nurseries of the children transitioning to the nursery class. This information will be sent via a secure encrypted spreadsheet.	Reception classes will receive information from preschools, day nurseries, childminders, nursery schools and nursery classes of children moving into the reception class. This information will be sent via a secure encrypted spreadsheet.
Nursery schools will need to complete the level of need tool for the children that will be moving on from them in September to school, and for those children moving into the nursery school from the onsite preschool provision (where applicable).	The collated spreadsheets can then be used to support the process of creating classes and key groups based on the level of need.
Nursery classes also need to complete the level of need tool for the children that will be moving on from them in September; this includes the children who will be moving to reception in your school (as this helps to provide a current view of the needs of that group as they start in reception) and those children who will be moving onto other schools.	

Actions for the Administration of the Transition Level of Need Information

- **Share information with Early Years Leader and/or class teachers of new cohort** to enable teaching staff to start to plan to meet the cohort's and individuals' needs.

- **Secure email address**: provide a secure email address for the settings/schools to use to send the information to your school. The settings/schools have been advised to contact a school by phone prior to sending the information, to confirm the email address and arrange for the password to be shared securely.

- **Complete Transition Level of Need Tool for nursery school/nursery class (if applicable)**: the tool will need to be completed for each child in your nursery class by the teacher, and your admin staff should support with sending on to the next school by May. NB for schools: the information you receive from your nursery class will form the basis of the reception class spreadsheet where you can then add information of children transitioning from other settings. (For nursery schools with onsite preschools, the information you receive from the onsite preschool will form the basis of the nursery school spreadsheet.)

- **Receive and collate transition level of need tool information**: once all of the information is received by the school from settings, this information needs to be collated into one main spreadsheet and shared with the appropriate teacher/early years lead (Document 8.1-8.2).

- **Send collated information overview to HFL**: from this main spreadsheet the overall totals for each level of need and should to be sent to HFL by June (Document 9.1-9.2). Schools will be able to collate the information received to inform the local authority of the overall needs to their cohort. This will help plan appropriate specialist resource to schools with high levels of need.