

EARLY YEARS (PVI) TRANSITION PLANNER.



	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY
Activities to support transition	- Organise provision for settling in new starters - Display school information about next school intake for parents/carers	- Parent/carer consultations (dependent on individual setting) - Arrange meetings with SENCO/other professionals where necessary - Evaluate September transition procedures – invite parental contribution: coffee morning/survey/questionnaire - Display of where the leavers went - Send letter/card to children in their new school	- Maintain communication with parents/carers - Inform parents/carers of important dates for school applications display posters/use variety of communication methods, e.g. social media, website	- Inform parents/carers of important dates for school applications display posters/ use variety of communication methods, e.g. social media, website - Signpost families to local community events running over setting closure	- Review website and ensure that information and photos are up-to-date - Inform parents/carers of important dates for school applications display posters/use variety of communication methods, e.g. social media, website	Parent/carer consultations/reports (dependent on individual setting)
Transition 2026–2027			School applications open		School applications deadline	Access PVI briefing on how to complete the transition level of need tool PVI

	MARCH	APRIL	MAY	JUNE	JULY	AUGUST
Activities to support transition	- Block time for schools to visit in June/July - Plan for time/budgetary implications around transition e.g. cost to cover staff spending time with teachers/parents/carers/ other professionals - Check that parents/carers who want a place have applied for Nursery place - Contact schools to find out who to send the transition level of need tool to	- Ask parents/carers to inform setting of the place they have been allocated school place - Signpost families worried about transition to the local family centre - Ask feeder schools to provide transition resources such as book bags/uniform/transition books - Signpost families to local community events running over setting closure	- Continue to ask parents/carers to inform setting of the place they have been allocated school place - Set up role-play area using the transition resources from schools - Ensure a selection of books are available that discuss change at an age appropriate level	- Provide attainment and other relevant information to the new school - Be available for school practitioners to communicate and visit you - Prepare supplementary information to be passed to the school such as additional assessment information or specific targeted plans	- Continue to be available for school practitioners to communicate and visit you - Contact schools that have not booked a visit - Signpost families to local community events being run over the summer (e.g. library reading challenge)	Update website ensuring that all information and photos are current including photos of the setting and staff
Transition 2026–2027	Complete transition level of need tool for every child starting school (reception/nursery class)	Reception and Nursery allocations confirmed Complete transition level of need tool for every child starting school (reception/nursery class)	Attend HFL district information sharing session Send transition level of need tool to the new schools		Send transition record to the new schools by the end of term	

