Dean Field Community Primary School

EYFS: Nursery: Transfer of Records to School Policy

Name of Policy Writer/Amendments	Date Written/Amended	Next Review Date
KFudge	July 2020	July 2021
KFudge	July 2021	July 2022
KFudge	July 2022	July 2023
KFudge	July 2023	July 2024
L Brambani	July 2024	July 2025
L Brambani	July 2025	July 2026
L Brambani	July 2026	July 2027

Safeguarding and Welfare Requirement: Information and Records
Providers must maintain records and obtain and share relevant and accurate information to ensure the safe and efficient management of the setting and to meet the needs of all children. Information is shared appropriately with parents/carers, professionals and relevant agencies, while ensuring confidentiality and compliance with data protection legislation.
EYFS Statutory Framework for Group and School-Based Providers, September 2026 – paragraphs 3.95–3.98 (summary).

Policy statement
At Dean Field, we recognise that children sometimes move to another early years setting before they go on to school or transfer to another school after attending our Nursery, although many will leave our setting to enter our school's reception class.

We prepare children for these transitions and involve parents and the receiving setting or school in this process. We prepare records about a child's development and learning in the Early Years Foundation Stage in our setting; in order to enable smooth transitions, we share appropriate information with the receiving setting or school at transfer.

Where safeguarding concerns have been identified, the Designated Safeguarding Lead (DSL) oversees the separate and secure transfer of relevant child protection records to the receiving school or setting's DSL, following current local safeguarding partnership procedures and the school's Safeguarding and Child Protection Policy. A record of the transfer and confirmation of receipt is retained.

Procedures
Transfer of development records for a child moving to another early years setting or school

- Using ongoing assessment and the current EYFS educational programmes, the key person and Nursery lead prepare proportionate transition information about the child's strengths, interests, development and learning, communication, wellbeing and effective support strategies. Where helpful, this includes progress across the seven areas of learning.

- The record refers to:
  - the child's home language(s), communication and development in English, and any relevant language support;
  - any identified or emerging additional needs, the support provided and strategies that have been effective;
  - any special educational needs or disabilities (SEND), relevant support plans, reasonable adjustments, Education, Health and Care Plan (where applicable), medical or care needs, and relevant professional involvement. The SENCO is involved as appropriate.

- The key person includes the views of parents/carers and, where appropriate, the child. Parents/carers are kept informed of transition arrangements.

- Additional evidence, such as examples of the child's work, may be shared where useful, appropriate and lawful. Photographs or extensive evidence portfolios are not routinely required.

- Where a receiving school or local authority provides a suitable transition summary format, this will be used as appropriate.

- Where child protection concerns exist, the DSL arranges a separate, secure safeguarding handover directly to the receiving setting's DSL. The school records when, how and to whom records were transferred and seeks confirmation of receipt.

Transfer of confidential information

Records are shared only through approved secure methods with authorised people who need the information. Information sharing complies with UK GDPR, the Data Protection Act 2018 and statutory safeguarding duties. Consent is not always required for safeguarding information sharing. Records are retained in accordance with the Trust's retention schedule and relevant school policies.