**Transfer and Receipt of Early Years Child Development and Learning Records**

Transfer and Receipt Form of children’s development and learning records between educational establishments in the Early Years Foundation Stage – within and across local authorities.

**Please complete the additional** [Safeguarding Transfer of Child Protection-Welfare Records](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.southampton.gov.uk%2Fmedia%2Fdiyj5qf1%2Fsafeguarding-transfer-receipt-of-child.docx&wdOrigin=BROWSELINK) **where appropriate. Not to be used where relocation / transfer is due to safety needs.**

School/Setting to ensure all aspects are covered in Privacy Notices. Please use capitals.

|  |  |  |
| --- | --- | --- |
| **(Please print all information IN BLOCK CAPITALS)**  | **YES** | **NO**  |
| Has parental consent been gained to share child’s development and learning records?  |  |  |

If YES, give details ……………………………………………………………………………………………………………............................

*e.g. Setting have signed or emailed consent, or parent/carer to sign below:*

Parent’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*If applicable*

|  |  |
| --- | --- |
|  **Transfer of Records from** | **Transfer of Records to** |
| School/setting name |  | School/setting name |  |
| Address |  | Address |  |
| Tel no |  | Tel no |  |
| Email |  | Email |  |
| Name of Contact |  | Name of contact |  |

**Child’s Details**

|  |  |
| --- | --- |
| Name of child |  |
| Date of Birth |  |
| Name of Parent/ Guardian |  |
| Address  |  |
| Postcode |  |
| Telephone No/s |  |
| Current Emergency Contact info |  |
| Admission date at current setting |  |
| Allocated hours at current setting |  |
| Attendance at current setting |  |
| If child has English as an additional language (EAL), add language/s spoken |  |

|  |  |  |
| --- | --- | --- |
| Is the child likely to require additional support with this transition?  | Yes | No |
| **Transferred information includes:**Please indicate information included where applicable:  | **YES** | **NO** | **N/A** |
| All About Me/My One Page Profile |  |  |  |
| Progress and attainment overview (in line with setting records) |  |  |  |
| Communication and Language Child Monitoring Tool or Wellcomm Assessment |  |  |  |
| Transition to School Project – including child’s self-portrait, and overview of key skills (only applicable to setting to YR transfer as part of September admissions) |  |  |  |
| Any additional supporting information, such as: behaviour plans, preferred learning styles, C of EL,  |  |  |  |
| For children with EAL - progress in all languages |  |  |  |
| For children with healthcare needs – Health care plan, contact details for agencies/ professionals involved, details on training requirements |  |  |  |
| For children with SEND – Information on plan, do, review cycles (IEPs), Transition Meeting proforma for SEND (if applicable), SEND resources/equipment, additional paperwork from professionals involved (Area SENDCo, SALT etc)  |  |  |  |
| Other (please ensure information shared is essential in line with Privacy Notice) |  |  |  |

|  |
| --- |
| **Safeguarding** – Transfer Form for Child Protection/Welfare records to be sent separately to receiving setting/school DSL: [safeguarding-transfer-receipt-of-child-protection-welfare-records.docx (live.com)](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.southampton.gov.uk%2Fmedia%2Fdiyj5qf1%2Fsafeguarding-transfer-receipt-of-child.docx&wdOrigin=BROWSELINK) |

**Delivery Method (add details)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Recorded Post (signed delivery)** | **Date Posted:** |  | Originating setting to retain proof of postage |

**Receiving establishment acceptance of records as set out above**

|  |  |
| --- | --- |
| Received by (print name) |  |
| Signature on receipt |  |
| Position |  |
| Date |  |

***Notes for Settings:***

***Originating establishment***

* *Keep a record of transfer. Retain fully completed receipt for your records.*