Transition Policy

At Barnwell Academy and Barnwell Daycare we are committed to providing a high quality service to all our families. We ensure we take the necessary steps to ensure a smooth transition is obtained whether this is when a child starts Daycare, Nursery, and Reception or when they move into another setting.

To ensure a smooth transition for the child and parents the staff will:

Transition when starting Day Care

- Day Care parents will attend an initial visit to meet staff and view the setting.
- Children will attend sessions with parents and without. The length of visit will be decided by how the child settles and how happy the parents are to leave children.
- Daycare staff will collect relevant information about the child to ensure support on starting at Barnwell Daycare.
- On entry to the daycare, if there is any upset the situation is assessed and the following strategies may be employed,
- Parent attends with the child,
- Parents are contacted if they are unable to stay, inform them child has settled,
- Sessions may be reduced in time until the child is ready for a full session.
- Once settled in the daycare children will have their Key Worker assigned.
- Staff collect information for the child's Learning Journals, e.g. family photographs, to share with the child at appropriate times and development questionnaire.
- Parents will be invited to attend a termly open evening to discuss their child's progress.
- Information available on Barnwell Academy website.

Transition when starting School Nursery

- Nursery parents attend a Parents' Information Evening, Foundation Staff attend, during the Summer Term

- Nursery Staff will collect relevant information about the child to ensure support on starting Barnwell School.
- Stay and play sessions are attended by parent and child on entry
- On entry to the Foundation Stage Unit, if there is any upset the situation is assessed and the following strategies are employed,
    1. parent attends with the child,
    2. parents are contacted if they are unable to stay, inform them child has settled,
    3. sessions may be reduced in time until the child is ready for a full session.
- Nursery parents attend the Open Evening in October to discuss how their child has settled.
- Transition information available on Barnwell Academy website.

Transition when starting Reception

- Reception parents attend a Parents' Information Evening, during the Summer Term.
- Reception teacher visits any new children in their current Nursery environment to gather relevant information, during the Summer Term.
- Nursery teacher ensures all relevant information is passed onto Reception teacher, during the Summer Term.
- Staffing is maintained to allow continuity for the children.
- Play and stay sessions are offered before entry.
- Reception parents attend the Open Evening in October to discuss how their child has settled.

Transition to another setting

- Daycare key workers will liaise with the transitioning setting to ensure all information is given to support the child's development.
- Key staff from the transitioning setting may visit the Daycare to observe the child in a familiar setting.

- Daycare workers may share learning journals or any other relevant information with the new setting. Parents/Carers will be informed and this will be in line with GDPR guidelines.

Policy: September 2025

Review Date: September 2027