The purpose of sending additional information is for key information to be shared with the child’s next provider.

Please share this information with your EYQO and send a copy via secure email to the child’s school with the Childs Transition Report.

|  |  |  |  |
| --- | --- | --- | --- |
| **CHILD’S NAME:** |  | **DOB:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **EARLY YEARS PROVIDER**  (PVI NURSERY/CHILDMINDER) | **Named SENDCo** Name & Contact number | **SCHOOL**  Name & Contact number | **Early Years Quality Officer**  Name & Contact number |
|  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Free Entitlement Funding**  **(what is the child’s full entitlement)** | **15hrs** |  | **30hrs** |  |
| **Currently accessing** | **Hours** |  | | |
| **Comments**  **(if the child is not accessing their full entitlement please explain the reason for this)** |  | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SENDIF (Yes/No)** |  | **Banding (1,2,3 or 4)** |  | **Current Banding**  **End Date:** |  |
| **EHCP (Yes/No)** |  | | | | |
| **Section 23 (Yes/No)** |  | | | | |
| **Evidence of APDR (Yes/No)** |  | | | | |

|  |  |
| --- | --- |
| **Parents Comments** |  |
| **Early Years Provider Comments** |  |

|  |  |  |
| --- | --- | --- |
| **NAMES AND CONTACTS OF OTHER AGENCIES INVOLVED (eg. TOSS, Ed.Psych, etc.)** | | |
| Name | Contact Details: email/phone | Role and service/agency |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |
| --- | --- |
| For All children with SEND Support Files in place, the setting should arrange a **4+1 meeting before the child’s transition to school to share relevant information.** | |
| **Date of 4+1 meeting** |  |

|  |  |
| --- | --- |
| **Date the Documentation has been sent/ given to the School** |  |
| **How has the documentation been sent: email, post, hand delivered** |  |
| **Name of the Person in receipt of the Documentation**  **(If you are hand delivering)** |  |
| \*If you are not hand delivering information to the school please send all relevant documentation securely | |

|  |
| --- |
| **If you are unable to send any documentation to the School, please give a reason why…** |

|  |
| --- |
| **For further support please contact the Early Years Quality Improvement Team at** [**eyqit@tameside.gov.uk**](mailto:eyqit@tameside.gov.uk) |