# Transition Policy

**Applies to:** *All staff, Keyperson*

## Policy Statement

At Dots & Tots Day Nursery, we recognise that transitions are an important part of every child's learning journey. Whether starting nursery, moving between rooms or preparing for school, we are committed to ensuring every transition is carefully planned, child-centred and tailored to meet each child's individual needs.

Positive transitions help children feel safe, secure and confident, enabling them to build positive relationships and continue making good progress throughout their nursery journey.

## Our Transition Process

Transitions will always be planned in partnership with parents/carers and, where appropriate, the child.

- Individual transition plans, involving SENDCO and Psychologist if required
- Flexible transition periods based on each child's readiness rather than a fixed timescale.
- Additional transition visits where appropriate.
- Opportunities for children to become familiar with their new environment and practitioners.
- Open communication with parents/carers throughout the transition process.

## Room Transitions & Continuity of Care

At Dots & Tots Day Nursery, we recognise that moving between rooms is an important milestone. Room transitions will never be based solely on a child's age. Instead, decisions will consider each child's emotional wellbeing, confidence, developmental stage, friendships and overall readiness for their next learning environment.

All children will be offered transition visits and opportunities to gradually become familiar with their new room, practitioners, friends and routines. Transitions will always take place at the child's individual pace.

The child's current Key Person will support the transition process and, wherever possible, accompany the child during transition visits to their new room. A new Key Person will be allocated before the

transition is complete, allowing positive relationships to begin developing before the child moves rooms.

**To ensure continuity of care, the current Key Person will complete a full handover with the receiving Key Person. This will include where appropriate:**

- Medical information, allergies and dietary requirements.
- Individual care routines.
- Any safeguarding information required to be passed over to protect the child
- Sleep routines (where applicable).
- Comforters and self-care needs.
- Likes, dislikes, interests and favourite activities.
- Friendships and preferred experiences.
- Current learning, development and next steps.
- Behaviour support strategies if relevant
- SEND support plans, SMART targets and One-Page Profiles where applicable.
- Successful strategies that support the child's wellbeing, communication and learning.
- The child's voice and any information that will help practitioners continue to meet their individual needs.

All observations, assessments, care information and transition records will be maintained through the Ovivio Management System, ensuring information is shared accurately between practitioners and continuity of care is maintained from the child's first day within their new room.

## Transition to School

Dots & Tots Day Nursery will work closely with parents/carers and receiving schools to ensure every child experiences a positive transition into Reception.

**Where appropriate we will:**

- Facilitate teacher visits to the setting
- Attend transition meetings where required
- Share relevant information with parental consent.
- Share One-Page Profiles where applicable.
- Share successful strategies and support plans.
- Provide enhanced transition support for children with SEND.
- Ensure the child's voice remains central throughout the transition process.
- Discuss additional visits to school or the setting where require should a child require more

- Ensure that school transition documents are sent in good time to new teachers.
- Ensure the DSL hands over any safeguarding concerns accordingly with the new DSL maintaining full confidentiality throughout the process of transition and handover

## Monitoring and Review

Every transition will be monitored to ensure children are settling well and receiving appropriate support. Where additional needs are identified, transition plans will be reviewed and adapted in partnership with parents/carers and other professionals where appropriate.

## Policy Review

This policy will be reviewed annually or sooner following changes to legislation, statutory guidance or recognised best practice.

## Related Policies

- Settling In Policy
- Key Person Policy
- SEND & Inclusion Policy
- Safeguarding and Child Protection Policy

Policy Created: October 2026

Policy Review Date: Ocotber2027

Version: 1.0

Signed

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Company Owner