



Abbey Lane Primary School

Transition into School Policy

Reviewed by: Sheryl Winslow

November 2023

Aims

This policy has been devised to ensure that pupils transfer seamlessly from pre-school/ nursery into the next stage of their education; thus, contributing to a positive learning experience for every child.

Care and attention is given to the transition of individual pupils as they transfer to Abbey Lane Primary School.

At Abbey Lane Primary School we will:

- Encourage all parents to be partners in their child's education.
- Assist parents in helping their child prepare for school and for the transition into Reception.
- Support all children towards independence and develop their confidence and ability to cope with change.
- Give pupils a clear understanding of the new expectations ahead of them.
- Ensure that any relevant information from outside agencies is acknowledged and acted upon, particularly in regard to children with Special Educational Needs or English as an Additional Language.

Transition from Nursery into Reception

We recognise that this is often a difficult transition, as pupils move from nursery where they attend either mornings or afternoons - to full time school. To support both children and parents during this time, we organise a number of different activities:

- Welcome tours around school to assist with the admissions procedure.
- An information session with the Head Teacher, Chair of Governors, PTA and EYFS staff in the Summer term prior to entry. During these sessions, parents are provided with a '*Starting School*' booklet, which outlines key information such as timings, uniform and the curriculum.
- A visit by the children to Reception at the end of the summer term prior to entry.
- A visit by Abbey Lane staff to the pre-schools/ nurseries in the summer term prior to entry. This is to observe the children in a familiar setting .
- Records transfer from nursery and pre-school when children start in September.

- A 'Home Visit' at the start of the new school year.
- A 'staggered start' in September, to settle the children.
- Daily contact with parents to talk over any issues and concerns.
- A parent evening at the end of the autumn term.

Children joining at different points in the year

- Parents receive a prospectus with information about the school.
- Parents and children are invited to tour the school and discuss any issues with the Head Teacher and new class teacher.
- New children are assessed quickly by their class teacher.
- Records from previous schools are made available to the receiving class teacher and, where appropriate, the SENCo.
- Any new children are assigned a peer 'buddy' to help them settle into their new class and routines.

For those children who have recently entered the country, we recognise that the transition process can be more challenging, especially when English is not their first language. On entry, we will endeavour to provide oral and written information in the family's first language which will facilitate the admission process and provide important information about the school. Where necessary, we will seek additional support from external agencies.

Children leaving at different points in the year:

Monitoring & Evaluation

This policy will be reviewed annually by the FS2 Leader Sheryl Winslow.

November 2023

