

Transition
New to Setting Transition Including Phase Transfers
<p>These resources and strategies are designed to help children and young people of all ages, and their families when they move to a new setting—whether it's a planned phase transfer or a move during the school year.</p> <p>The goal is to support everyone involved so that the child or young person can settle in smoothly and successfully.</p>
<p>For Children and Young People (CYP):</p> <ul style="list-style-type: none"> • Early communication with new setting identifying vulnerable CYP. Ensure change of contacts and details shared as soon as possible • Timely transfer of all information and documentation electronically if possible to new setting • Gain parent/ carer consent at start of transition process to share necessary information if required • Robust One Page Profiles/ Passports updated with CYP, families and staff, shared with new setting • Individual person-centred transition meetings/ SEND reviews with new school staff and parent/carers in attendance • Transition Day/ events for new CYP (e.g., city wide Y6-Y7, stay and play sessions) • Additional bespoke transition visits to new setting before main transition day. Familiar adults may accompany initially. Consider having meetings and participating in activities in new setting • New setting staff/ Senco visit and meet new starters in familiar environment and meet with familiar staff • Workshops and sessions in school or delivered by outside agencies services e.g., to prepare for change, road safety • Leavers assemblies, activities and events • Transition booklet/ photo books/ videos/ social stories for all CYP detailing new setting, environments, staff, key information shared and used over holidays • Co-produce new transition plans/ SSPPs/ with new setting • Contact previous setting as soon as possible when vulnerable CYP flagged by staff, applications or admission systems • SEND Advisory services deliver specific targeted support for key groups of CYP focusing on transition • New setting and staff will be trained and informed in order to meet the needs of new CYP ensuring they can start at the same time as peers • Buddy system for new starters • Welcome packs given with key information about setting and class • Sharing virtual tours of settings, pictures of uniform, key equipment needed and other key information • Accessibility planning updated to improve access for prospective CYP • Share medical information such as health care plans with new setting as soon as possible. New settings to be proactive for possible training requirements before CYP start date. Contact BCHC+ services (school nurses) for support
<p>Nursery to Reception specific:</p> <ul style="list-style-type: none"> • Setting staff to attend DLP EY Transition event to share information • Activities to prepare for new setting e.g., see uniform, using uniform in role play areas, practice using trays for dinner

Year 6 – Year 7 specific:

- Key secondary school staff meet with Y6s and discuss routines, key information and answer questions
- Enhanced transition activities and sessions delivered by receiving schools targeted for those from lone schools
- Previous CYP visits leaving cohort to share information
- Complete 'Every Child Deserves a Good Start' transition form to share details between settings
[Every child deserves a good start - transition form 2026 | Birmingham City Council](#)

Y11 – Post 16 Specific:

- Mentoring for pupils at risk of NEET
- Sending Exam Access Arrangement documentation to be shared with new setting with CYP at results day
- Additional visits to Post 16 providers
- Additional careers advice and interview support
- Ensure CYP involved and give consent for transfer of information
- Travel awareness and training
- Advise CYP to share diagnoses, health needs and support provision with new Post 16 provider on enrolment. Take copies of health care plans to new setting.