



Transition Sharing Document Guidance

This new document has been developed in response to feedback from both Early Years Settings and Schools.

Settings told us:

- they wanted a simple way to pass on the most relevant information about a child starting school
- they needed that information to be clear, concise, and easy to access, especially during the busy start of term

Both groups also shared that the current Essex Transition Passport wasn't meeting their needs. The main reasons were:

- it felt too long and time-consuming for settings to complete
- reception teachers often didn't have the time to go through the full document and identify key details

What's new?

This one-page document has been created following a transition review involving over 200 settings and schools. You spoke, we listened.

The aim is to give reception class teachers a clear snapshot of the most important information about each child. This will help them better understand and support children during their first few weeks at school.

The document can be completed online or printed and filled in manually.

Important notes:

- this document is not intended to replace other key documents or existing transition processes.
- if a child has a One Plan, All About Me – parent/carers Language Profile or any other relevant information, those should still be shared as usual
- this new tool simply complements your existing practice by offering a quick-glance summary for the receiving teacher
- there is also a completed sample document should you find this helpful
- please ensure parents/carers understand the personal information collected on this form, the purpose of it, what it will be used for, and how it will be shared. You may wish to adapt and use the below statement below for your parental permission form

"This form will be used by [setting name] for [insert purpose] under [insert relevant legislation]. This information will only be shared with [school name] for the purposes of [insert reason for sharing]. If we suspect fraud or crime is being committed, we may also share your information with the police and other fraud investigation organisations where the law requires us to do so. For more detail on how your personal information is used and your right, please visit [Insert your privacy policy/notice]"

The current Essex Transition Passport is still available. Settings may continue to use it or their own proformas if they prefer. This new document is just an additional option to support effective transition.