

Transition (into/from the Nursery) Policy 2025-2026

Revision Number	Date Issued	Prepared by	Approved	Personalised by school	Comments
1	June '24	NR	July 2025		Added DCAT front page. Merged the Transition booklet into the policy as an appendix

<i>Type of Policy</i>	<i>Tick ✓</i>
DCAT Statutory Policy	
DCAT Non-statutory Policy	
DCAT Model Optional Policy	
Academy Policy	✓
Local Authority Policy	

Date Agreed:	July 2025
Review Date:	June 2026
Type of Policy:	Academy Policy

Nursery Transition Policy

Transition concerns the changes a child encounters from one place to another. This can be from home to nursery, starting school or children that attend more than one nursery. Often, these transitions involve a process of change that requires them to adapt their thoughts, feelings and behaviours to meet new expectations.

Through the implementation of this policy, we aim to work in partnership with parents/carers, practitioners from other settings and/or childminders and school staff to share information about the child and identify what support he or she may require when starting or leaving us.

The transition from home to the setting

The nursery staff are sensitive to the needs of children and parents/carers when they first start to attend nursery. We understand that all children settle differently in their own time and the nursery is able to accommodate the differing needs of individual children.

We offer support in the following ways:

- **Open Afternoons** - During the School year we offer open afternoons for prospective parents to come along and look around the nursery. This provides an opportunity for parents and children to meet members of staff and to ask any questions which they may have regarding policy and procedures.
- **The transition from one provider to another during the working week** - When a child attends more than one setting or childminder we contact them through a home communication book and termly conversation. We share information to provide the best outcomes for the child. If appropriate the key person will make a visit to the other setting to share information regarding the child.
- **First visit** - Depending on the individual child, we welcome the parent/guardian and the child into the nursery for a stay and play session. This gives the child the opportunity to play in the nursery environment with the security of their parent/guardian being nearby. The number of visits required before starting will depend on the individual child as all children adapt differently to new environments. Information will be shared regarding the nursery and an online child information form and Funded Entitlement parent declaration form will need to be filled in before the child`s start date.
- **Transition Booklet** -Appendix 1
- **Home visit** - As part of our transition into nursery we offer a 'Home Visit' from your child's key person and either the Nursery manager or Deputy manager so that they can spend a short time with your child in their familiar surroundings. The home visit will last 10 minutes, we will try to be as flexible as we can and give parents/carers plenty of notice

School transition

At St Margaret's Primary and Nursery School, you are required to apply separately for a school place.

In the summer term before your child leaves the nursery we will:

- Ensure that the children are informed about moving onto school through stories, pictures and circle time.
- We will also encourage teachers of the schools the children will move to, to visit the children in the nursery environment.
- We will pass on any information regarding the child in regard to stages of development with parental permission.
- Support your child with the Reception Transition Booklet. (Appendix 2)

Appendix 1

[Nursery - Transition Booklet - 2025-2026 \(Appendix 1\).docx](#)

Please request all hard copies from the school office.

Appendix 2

[Reception - Transition Booklet 2025-2026.pdf](#)
Please request all hard copies from the school office.