



Whole School Policy for the Transfer of Pupil Records to School (Including the EYFS)

Please also refer to **'The Role of the Key Person and Settling-In in the EYFS'**, **'Whole School Safeguarding and Child Protection Policy'** and **'Whole School Safeguarding and Child Protection Procedures'**

Policy Statement:

By the September after their fourth birthday, children at the Pre-School are ready and prepared to continue their Early Years Education and their learning journey within the Reception class at Cranford School. In order to assist the transition from Pre-School to Reception classes, staff schedule regular visits to the Reception classes for the children to become familiar with the environment. These, together with the joining together for School events such as Sports Day and shows, help children to build strong relationships with the Reception staff. Pre-School and Reception staff also meet formally on a termly basis to discuss pupil progress and any concerns and/or support required.

We also recognise that some parents will choose alternative establishments for their children to further their education. Pre-School staff compile records about a child's development and learning in the Early Years Foundation Stage during their time at the Pre-School. Information is shared with the receiving setting or school during the Summer Term to ensure a smooth transition.

This policy has regard to the safeguarding and information-sharing requirements set out in the Statutory Framework for the Early Years Foundation Stage, including Section 3 (Safeguarding and Welfare Requirements), which requires providers to maintain accurate records and to obtain and share relevant information with parents and carers, other professionals working with the child, children's social care, the police, and Ofsted or the relevant CMA, as appropriate, in order to safeguard children and ensure the setting is effectively and safely managed.

This policy is also compliant with the UK General Data Protection Regulation and the Data Protection Act 2018, ensuring that personal data is processed lawfully, fairly and transparently, is accurate and secure, and is retained only for as long as necessary in accordance with statutory requirements.

This document is available in the Cranford School Policies section of the Whole School Staff Teams area on Microsoft Teams for all staff to read. It is also available to parents and interested parties on the School website. This policy is reviewed annually, and when events or legislation requires, by the Headmaster, Head of Pre-Prep and Governors.

Key Personnel:

This Transfer of Records Policy reflects the four overarching principles of the Early Years Foundation Stage (EYFS) and supports the safeguarding, confidentiality and information-sharing requirements set out in the Statutory Framework for the EYFS (2025).

Effective and lawful transfer of records supports continuity of care, safeguarding, and children's ongoing learning and development. Records relating to children are transferred securely and in accordance with data protection legislation, including the Data Protection Act 2018 and UK GDPR.

The setting ensures that information is shared appropriately with parents and carers, receiving settings or schools, and relevant professionals in order to promote children's welfare and support smooth transitions.

This policy supports the EYFS overarching principles and learning and development requirements, particularly in relation to inclusive practice, positive relationships, enabling environments, and personal, social and emotional development.

Procedures:

Transfer of Development Records:

Using guidance from Development Matters and practitioners' observations of children's learning and development, the Key Person will prepare a summary of achievements across the seven areas of learning and development.

The record will include:

- Details of any additional language spoken by the child and their progress in both languages;
- Details of any additional needs that have been identified or addressed in the pre-school;
- Details of any special educational needs or disability, including whether an Early Help Assessment (EHA) has been undertaken, whether the child has an Education, Health and Care Plan (EHCP), and the name of the lead professional where applicable.

The record will contain a summary by the Key Person and a summary of the parents' views of the child.

The document may be accompanied by other evidence, such as photographs or drawings produced by the child.

For pupils further up the school in KS1 and above, files containing attainment scores, reports and other relevant records will be forwarded securely to the pupil's next school.

Transfer of Confidential Information:

- Please also refer to the School's '**Whole School Safeguarding and Child Protection Policy**' and '**Whole School Safeguarding and Child Protection Procedures**' for more details.

- The receiving school or setting will need to have a record of any safeguarding or child protection concerns that were raised during the pupil's time at the school with details of any action taken;
- A summary of concerns will be prepared for the receiving setting or school, including the date of the last professional meeting or case conference where applicable.
- Where an Early Help Assessment (EHA) has been undertaken in relation to any welfare concerns, the name and contact details of the lead professional will be passed to the receiving setting or school. Where a TAF is in place, the name and contact details of the lead professional will be passed on to the receiving setting or school;
- Where there has been a Section 47 Investigation regarding a child protection concern, the name and contact details of the child's social worker will be passed on to the receiving setting or school, regardless of the outcome of the investigation;
- This information is posted or taken to the school or setting, addressed to the school's Designated Safeguarding Lead and marked as 'Confidential'.
- All transfer information (both outgoing and incoming) should be completed ASAP and within five school days.

Reviewed: February 2026:

Director of Admissions, Head of Pre-Prep

Review due: February 2027:

Director of Admissions, Head of Pre-Prep, Deputy Head DSL