

# PLANNER TO SUPPORT TRANSITION LEVEL OF NEED.



	April	May	June	July	August	September
<b>Intensive support Universal support + intensive support required</b>	Identify families/ children requiring intensive support	<p>Arrange meeting with families where children have not attended any previous provider</p> <p>Prioritise transition for children identified with intensive needs</p> <p>Make contact with parents/carers, to discuss transition plans</p> <p>Arrange 'transition team around the family' meeting with family, child and professionals involved with family</p>	<p>Visit previous settings of children identified with intensive needs; meet setting SENCo</p> <p>Arrange meetings with relevant agencies/professionals involved with the family (e.g. SENCo/ SALT)</p> <p>Plan weekly induction visit timetable for children with intensive needs</p> <p>Review care plan with parents (if required)</p>	<p>Home visits completed for children identified with intensive needs</p> <p>Induction session planned to meet family/child's needs</p> <p>Weekly induction visit timetable for children with intensive needs (1hr visits to get to know the environment and staff (possibly with key person from preschool))</p>	<p>Home visits completed for children identified with targeted needs</p> <p>Induction session planned to meet family/child's needs</p>	<p>Additional home visits completed for priority children</p> <p>Review care plan with parents (if required)</p> <p>(October – Arrange 'transition team around the family' meeting with family, child and professionals involved with family, to review transition and identify any further support required)</p>
<b>Personalised support Universal support + personalised support required</b>	Identify families/ children requiring personalised support	<p>Make contact with parents/carers, to discuss transition plans</p> <p>Arrange 'transition team around the family' meeting with family, child and professionals involved with family</p>	<p>Visit previous settings of children identified with personalised needs</p> <p>Arrange meetings with relevant agencies/ professionals (e.g. SENCo/SALT)</p> <p>Plan additional induction visits for children with personalised needs</p>	<p>Home visits completed for children identified with personalised needs</p> <p>Induction session planned to meet family/child's needs</p> <p>Additional visits timetabled for children with personalised needs (at least two extra one hour visits to get to know the environment and staff (possibly with key person from pre-school))</p>	<p>Make contact with family prior to school start date (phone)</p>	<p>Additional home visits completed for priority children (if required)</p> <p>Additional meetings completed after first week</p> <p>(October – Arrange 'transition team around the family' meeting with family, child and professionals involved with family, to review transition and identify any further support if required)</p>



	April	May	June	July	August	September
<b>Targeted support</b> <b>Universal support + targeted support required</b>	Identify families/ children requiring targeted support	Make contact with parents/carers, to discuss transition plans Contact other professionals supporting family/ child, to share information on family/ child needs	Visit pre-schools of children identified with targeted needs Plan additional induction visits (if required)	Home visits completed for children identified with targeted needs Induction session planned to meet family/child's needs	Make contact with family prior to school start date via email/ post	Additional meetings completed after first week (if required)
<b>Universal support</b> <b>Required for every child</b>	Receive the allocations Review the Transition Level of Need tool information received from feeder settings Send out induction information to families Signpost families to events being run over Easter	Book pre-school visits for all children Signpost families to events being run during half-term Inform HFL of numbers of children requiring intensive, personalised and/or targeted support	Pre-school visits for all children Parent/carer induction meeting	Pre-school visits for all children Induction session(s) for all children Home visits for all children completed (dependent on individual school) Signpost families to events being run over the summer (e.g. library reading challenge)	Make contact with family prior to school start date via email/ post Send letters to children via post	Organise provision for settling in new starters Home visits for all children completed (dependent on individual school)