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| **Pupil name**  |  |
| **Year group** |  | **Date of birth**  |  | **Age**  |  |
| **Receiving setting**  |  |
| **Additional needs** |
| **SEND** [ ]  **Yes** [ ]  **No** If yes, [ ]  SEN Support [ ]  EHCP [ ]  Disability **SEN category** [ ]  Communication and interaction (C&I) [ ]  Cognition and learning (C&L)[ ]  Sensory/physical (S/P)[ ]  Social, Emotional, Mental Health (SEMH) **Access requirements to be considered eg BSL, physical accessibility** A one-page profile could be developed to provide an accurate picture of strength, challenges and support needs to help inform the new setting[www.norfolk.gov.uk/children-and-families/send-local-offer/support-for-learning/special-educational-needs-sen-support/one-page-profiles](http://www.norfolk.gov.uk/children-and-families/send-local-offer/support-for-learning/special-educational-needs-sen-support/one-page-profiles) |
| **Supporting information** [ ]  Individual Health care plan [ ]  EHCP [ ]  PEP[ ]  Risk management plan☐ Boxall Profile ☐ Learning support plan☐ Other (specify) | **Other factors** [ ]  FSM/Pupil Premium [ ]  Child in Care (Section 47) [ ]  Child in Need (Child with Disabilities, Section 17) [ ]  Child in Need (Section 17 but not Child with Disabilities) [ ]  Early Help involvement[ ]  Respite[ ]  EALHome language(s)Ability to access information  |

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| **Any risk factors to be aware of?** (consider how to mitigate these within the plan)[ ] Yes [ ]  No Details:  |
| **Key contacts** | **Record of contact (with dates)** | **Actions/next steps** |
| **Parent/carers contact**Name(s):Tel:email: |  |  |
| **Main contact in receiving setting** Name:Role:Tel:email: |  |  |
| **Alternative contact in receiving setting**Name:Role:Tel:email: |  |  |
| **SENDCO (or equivalent) in receiving setting** (EHCP/SEN support only)Name:Tel:email: |  |  |
| **Pastoral/student services contact in receiving setting** Name:Tel:email: |  |  |
| **Main link professional** Name:Role: Tel:email: |  |  |

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| **Other professionals involved** Name:Role: Tel:email:Name:Role: Tel:email: |  |  |
| **Transition Visits** |
| **Key things to be aware of on transition visits****(Post-COVID, settings will need to think carefully about how ‘visits’ and other planned transition activities can be managed remotely, in line with government guidance)**eg may include allergies, sensory sensitivities, physical support needs, accessibility, language **More than one visit may be required. The number and types of visits planned should be responsive to the particular needs of the YP and family eg** * Consider some visits when the setting is empty
* Provide opportunities to meet key staff, including support staff
* Provide opportunities to meet peers in small groups
* Plan time to visit outside spaces
* Plan visits at social time to review any adjustments that need to be made

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| **Date** | **Purpose** | **Outcome** | **Further visits required?** |
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| **Special considerations and additional arrangements that may be required** |
| **Area**  | **Key questions**  | **Actions**  |
| **Transport** | How will YP get to and from setting?Can they practise doing this? Who can help with this?What contingency plans are there if problems arise? |  |
| **Environment** | Is there a bell or buzzer in the setting? Will there be any issues with moving around the setting?Will YP need access to quiet spaces?Does YP need adapted provision for break and/or lunch times?Does YP need to sit in a specified place in class?  |  |
| **Relationships** | What additional support is available to help YP build positive relationships with peers?What additional support is available to help YP build positive relationships with adults? |  |
| **Pastoral support** | Will there be designated key person they can talk to if they need to?How can they access additional pastoral support? Is there a quiet place to go to at break and/or lunchtimes, if needed? |  |
| **Resources to support enhanced transitions** | eg one-page profile template [www.norfolk.gov.uk/children-and-families/send-local-offer/support-for-learning/special-educational-needs-sen-support/one-page-profiles](http://www.norfolk.gov.uk/children-and-families/send-local-offer/support-for-learning/special-educational-needs-sen-support/one-page-profiles) eg photo booklets, checklists, ‘My new school’ booklet, prompt cards, information cards, social stories, ‘my usual week looks like this’ timetable. See Norfolk SEND Local Offer page [www.norfolk.gov.uk/children-and-families/send-local-offer/education-and-training-0-25/moving-on](http://www.norfolk.gov.uk/children-and-families/send-local-offer/education-and-training-0-25/moving-on) |  |
| **Qualifications** | What qualifications has the YP already achieved and/or what are they predicted to achieve?Have they been previously assessed for exam access arrangements (eg 25% extra time, reader)? |  |
| **IAG** | Has the YP had recent careers independent advice and guidance? |  |
| **Other**  |  |  |

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| **Identify any curriculum adaptations that need to be made** |
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| **Key support services and resources to signpost for CYP, families and settings** |
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