



Bristol City Council Early Years Foundation Stage Transfer Record Guidance

May 2020 - for this year, due to the extenuating circumstances, you should be recording the summative assessment that took place in February 2020.

Introduction

The Bristol City Council (BCC) transfer record was developed by a group of practitioners from Private, Voluntary and Independent (PVI) settings, the maintained sector and local authority early years officers.

The purpose of the transfer record is to establish the following across Bristol pre-school settings:

- a consistent approach to summarising children's achievement in relation to the EYFS Development Matters bands. The record will help to ensure that accurate information is passed on about each child's achievement on transition from a pre-school setting into school or from one pre-school setting to another.
- an assessment document that provides Reception teachers and practitioners in pre-school settings with a clear picture of each child's achievement in relation to the EYFS Development Matters (DM) bands. The assessment will inform appropriate planning for individual learning and development needs.

Feedback from schools indicates that teachers appreciated receiving the transfer records in a consistent format. The information received helped them to plan for children on entry to school and the forms that included comments were particularly useful.

The transfer record was not designed as a report to parents. It is a summative record of a child's achievement at the time of the child's transition to school or to another setting.

This guidance includes a letter to parents, which you may wish to use, to inform them about the transfer record. The letter explains that parents make a valuable contribution to the transfer record through the observations and information they provide to practitioners about their children's progress. However, parents are entitled to see their child's transfer record if they wish.

When should the transfer records be passed to schools?

All PVI settings and childminders who access the FEEE (free early education entitlement) are expected to complete the transfer records for all children who will transfer to schools in September 2020 – these should reach schools **no later than 26th June 2020.**

When passing on completed transfer records to schools please consider your Safeguarding policy and take account of data protection.

It is vital that you send the transfer document securely i.e. password protected. Details of how to do this have been attached separately.

When should the transfer record be passed to other pre-school settings?

When a child transfers to another setting the transfer record should be passed on to the child's new setting, where known, within a month of the child's move or the record can be given to the parent to take to the child's new setting

Notes to support the completion of each page of the BCC EYFS Transfer Record

Page 1

Much of the information on the first page can be completed by administrative staff from information already held by the setting.

Pages 2, 3, 4

Characteristics of Effective Learning

- Use evidence from the child's Learning Diary, your own knowledge of the child, information from other professionals working with the child and parents' views to sum up a child's progress in relation to the three characteristics of effective learning
- Practitioners should make a 'best -fit' judgement, by highlighting the appropriate DM band, for each child for all elements of the 7 areas of learning.
- **The transition form assessment judgements now have an important two-step process which we ask you to follow:**
Step 1: Decide on the age band that best describes the child's current attainment.
then.....
Step 2: Decide on whether the child is emerging (E) or strong (S) within that age band.
Please note – a child can only be assessed as working within one age band i.e. they cannot be strong in one age band and emerging in the next, you have to make a best fit judgement for that child at that time.

N.B Practitioners' judgements on this Transfer Record should be informed by the summative assessments made at the end of February 2020 before the lock down came into place. Summative assessments are made through evidence in Learning Diaries, practitioners' own knowledge about an individual child's learning and development, information from parents and from other professionals who work with the child.

- The space for additional comments can be completed, if relevant; for example it would be useful for a receiving teacher or practitioners to know if a child finds it difficult to interact with other children and tends to play alone or alongside others.

If you have any queries concerning the transfer record please contact the Foundation Years Consultant team.