



Bristol City Council (BCC) Early Years Foundation Stage

Universal Transfer Record - A Letter for Parents

Dear Parent or Carer,

The Bristol Universal Transfer Record is a document used to support a smooth and successful transition for all children from their early years setting into reception class. It will be completed by your child's key person or childminder and given to the reception teacher at their new school. Reception teachers report that the Transfer Record is important in helping them understand children's needs and plan for positive transitions.

The Transfer Record summarises your child's interests, strengths and achievements and includes an assessment based on the Early Years Foundation Stage (EYFS) to ensure that your child's reception teacher has the information needed to make starting at school an enjoyable experience. The ongoing partnership between parents and carers and early years practitioners will help to inform the comments and assessments that are shared. (The Transfer Record may sometimes also be used to support a transfer from one early years setting to another in the nursery years.)

General information, including date of birth, gender and pattern of attendance as well as information about the developmental and learning milestones will be recorded. Where relevant, other information such as whether your child receives additional support and or funding to meet specific needs will be included. Information about the involvement of other professionals and children's services may also be shared. For some children, additional conversations to support transition are beneficial and these will take place in partnership with you as the parent or carer if appropriate.

In order to be compliant with General Data Protection Regulations (GDPR) you need to be aware that the Transfer Record will be shared with the reception teacher to help to improve outcomes for all children. A Privacy Notice to explain how the setting processes the assessment information and how data protection principles apply can be downloaded [here](#). You may also request to view a copy of your child's Transfer Record.

Bristol Early Years