

Transition Document

The transition document is used by the Key Person/ Practitioner to record and communicate the child's achievements, phase of development and next steps, in all areas of learning and development.

The transition document should be completed prior to the child leaving the current setting (or room), so that the information can be provided to the new provider/ staff before the child starts the new setting/ room. It is also important that the transition record is shared with the parent/carer of the child and that they are invited to contribute to the transition record. The manager of the setting should also contribute to the record.

Logged-in users can download below Waltham Forest Council's transition document template. It was created as a result of an [Action Research project](#) carried out by PACEY in 2016/17.

Remit: [Early Years](#)

Support Services: [Curricular](#)

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[childcarehttps://thehub.walthamforest.gov.uk/tags/early-years](https://thehub.walthamforest.gov.uk/tags/early-years)



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