

Inclusion Link Programme: A programme to support transition from early years educator to school.

Purpose

The Inclusion Link Programme is to support children to have the best possible start to school life through a smooth, supported, and effective transfer from early years educator to school by:

- Promoting positive partnership working between parents/carers, early years educators, schools, and other professionals/agencies.
- Facilitating information sharing to support an effective and smooth transfer from early years educator to school.
- Sharing knowledge and expertise about the child.

Eligibility criteria

- The child must meet one of the following criteria:
 - a) The child is in receipt of Early Years SEND Top-up Funding (any level or category).
 - b) The child is cared for (CIC) by the Local Authority.
 - c) The child is from the Gypsy, Roma, Traveller (GRT) community.
 - d) The child is on the UK Resettlement scheme.
- The early years educator must be working in partnership with the parents/carers regarding the child's transition to school.

Please note that children moving from preschool class to reception class governed by the same school **are not** eligible for the Inclusion Link Programme. However, the children moving from preschool class to reception class governed by the same school who have **dual placements are eligible** for the Inclusion Link Programme.

The Inclusion Link Programme Schedule

Term 4 and 5

- Early Years educators and schools are informed of the details of the Inclusion Link Programme and referral process via the Early Years e-Newsletter and School Noticeboard.
- All the relevant paperwork will be emailed to the Early Years educator who will coordinate the Inclusion Link programme and distribute information accordingly.



- If the child attends more than one setting, the setting that claims the majority of the funded entitlement submits the Inclusion Link referral.
- **All referrals must be received by the notified deadline .**
- **All referrals must be fully completed, including email addresses of all parties and signed by parents/carers.**
- No further evidence will be required to support the referrals as information about the eligible children is already held with the Local Authority.

Term 5 and 6

- All eligible children will be accepted on to the Inclusion Link Programme following allocation of school places.
- Early years educators and schools **will be expected** to have an individual workshop/meeting for each eligible child.
 - This meeting can be facilitated in person or via a virtual meeting platform.
 - This meeting should be held with the parents/carers, child's key educator(s)/INCCO, child's school's Reception Teacher/SENCO, and other professionals working with the child.
- If you require any further support with facilitating the Inclusion Link meetings, please contact the Early Years Education and Childcare Team via ey.send@n-somerset.gov.uk.
- Early years educators **must** take the lead to liaise with the parents/carers, schools and other professionals working with the child to agree the most convenient workshop/meeting for all parties involved.
- Early years educators **must** inform the Early Years Education and Childcare Team of the agreed date of the transition meeting.
- A one-page profile, My Plan is you are using one, should be completed or updated by the Early Years educators, in partnership with parents/carers, prior to attending the transition meeting and reviewed and discussed at the meeting. The meeting should focus on the child's strengths and needs and agree what support the child will need to successfully transition into Reception. It is **not** the place to discuss funding or hold EHCP reviews.
- The teams across the local area have drawn up some guidance on good practise enhanced transition support for children with complex needs, health and medical needs, children in care (CIC), resettlement children and children from the Gypsy, Roma and Traveller (GRT) culture which practitioners may find helpful in their planning.
- To support the children's transition planning, we have produced a transition plan template. Early years educators **must** take the lead on completing the plan at the

meeting. Where possible please type directly onto the plan and email a copy to all parties involved. A copy needs to be submitted by the early years educator to the Early Years Team via ey.send@n-somerset.gov.uk

- **When attending the Inclusion Link Programme workshops, please remember:**

Early years educators:

- The child's key educator who knows the child well should attend the workshop.
- The child's learning diary and any individual support plans **must** be brought to the workshop to share with the receiving school. Please seek prior parental consent/permission.
- A one-page profile/ My Plan should be brought to the workshop and reviewed at the meeting.

Schools:

- Where possible, the teacher who will be working with the child should attend the workshop.
 - The teacher should bring the class diary and dates of school events in Term 6 so that visits can be arranged, if required, at the workshop with the parents/carers.
 - The teacher should bring a copy of their school's SEN information report for the parents/carers.
- **Reception teachers, as part of their school's induction programme, may visit children in your early years setting.**
 - Evaluation forms will be sent to early years educators. Please complete and return to ey.send@n-somerset.gov.uk by the end of the notified deadline.

Term 1

- Parents and Reception teachers will be sent an Inclusion Link Programme feedback form. Please complete and return to ey.send@n-somerset.gov.uk by the notified deadline.

The Inclusion Link Programme: Funding

Funding for early years educators

- Early years educators will be entitled to three hours cover to attend the Inclusion Link workshop/meeting for all children accepted on to the Inclusion Link Programme.
- In order to receive this funding, early years educators **must** return their completed transition plans for each child and confirm the date of the meeting.
- The funding is available for the main and second early years settings.
- **Please note that Term 6 and Term 1 visits, i.e. early years setting to school visits, are no longer funded by the Local Authority.**
- **Payment via early years allocations at the end of Term 6.**

Funding for schools

- Schools will be entitled to half a day supply to attend the Inclusion Link workshop/meeting.
- **Payment at the end of Term 6.**
- **Please note that Term 6 visits, i.e. school to early years setting visits, are no longer funded by the Local Authority.**

For any enquiries regarding the Inclusion Link Programme please contact Sarah Evans by calling 07917228273 or by emailing ey.send@n-somerset.gov.uk