

Assessment transfer - summary guidance

Important note: we no longer produce a standalone transfer summary document for providers.

Early years providers using Moving On

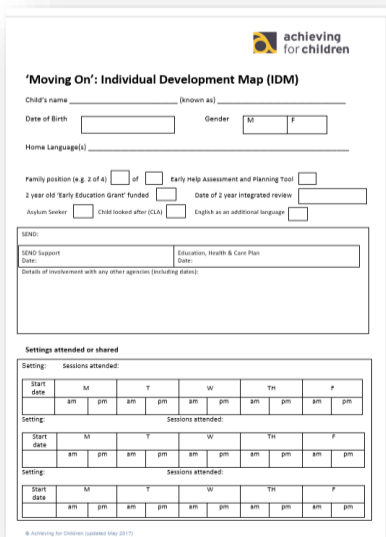
The transfer documentation we recommend is contained within the Moving On assessment system.

The individual development map (IDM) gives a clear view of a child's progress over time, as well as their most current assessment judgement. On transferring to another setting or school, practitioners will complete the transfer summary information found on the on the last page of the IDM. Please refer to the Moving On booklet for further details. (All Moving On documents are available on the Achieving for Children website.)

Early years providers using other systems for assessing children's progress

In order to transfer your assessment information:

1. you need only complete the **first and last** pages of the individual development map (IDM). This is the child information page and the transfer summary page, as outlined in the image below. For your reference, the full IDM is available on the Achieving for Children website under the 'Assessment and Tracking/ Transition' section.
2. you must **also attach your** assessment of the child's current learning, from each of the seven areas of learning and development. You may use any format for attaching this information, but we would suggest that the document you use is as concise as possible for the receiving school/setting.
3. together, this should provide a full and accurate picture of the individual child and their level of learning and development and it will support the effective transfer of information to a child's next setting or school.



'Moving On': Individual Development Map (IDM)

Child's name _____ (known as) _____

Date of Birth: _____ Gender: M F

Home Language(s): _____

Family position (e.g. 2 of 4) of Early Help Assessment and Planning Tool
 2 year old 'Early Education Grant' funded Date of 2 year integrated review: _____
 Autism Seeker Child looked after (CLA) English as an additional language

SEN:

SEN Support: _____ Education, Health & Care Plan: _____
 Date: _____ Date: _____
 Details of involvement with any other agencies (including dates): _____

Settings attended or shared

Setting: _____ Sessions attended:

Start date	M	T	W	Th	F	
	am	pm	am	pm	am	pm

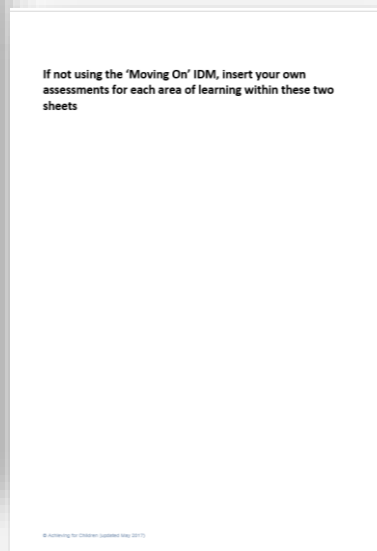
Setting: _____ Sessions attended:

Start date	M	T	W	Th	F	
	am	pm	am	pm	am	pm

Setting: _____ Sessions attended:

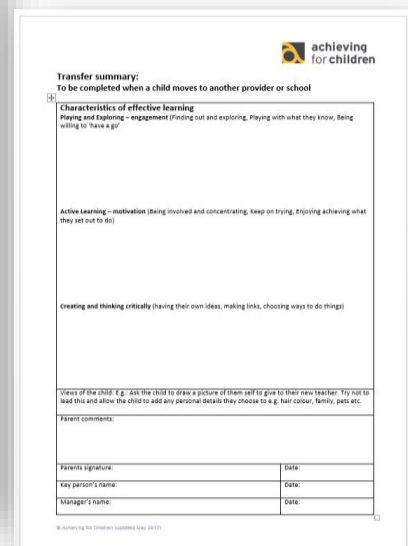
Start date	M	T	W	Th	F	
	am	pm	am	pm	am	pm

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If not using the 'Moving On' IDM, insert your own assessments for each area of learning within these two sheets

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Transfer summary:
To be completed when a child moves to another provider or school

Characteristics of effective learning
Playing and Exploring – engagement (finding out and exploring, playing with what they know, being willing to have a go)

Active Learning – motivation (being involved and concentrating, keep on trying, enjoying achieving what they set out to do)

Creating and thinking critically (having their own ideas, making links, choosing ways to do things)

Views of the child: E.g. Ask the child to draw a picture of them self to give to their new teacher. You **not** to lead this and allow the child to add any personal details they choose to e.g. hair colour, family, pets etc.

Parent comments: _____

Parent's signature: _____ Date: _____
 Key person's name: _____ Date: _____
 Manager's name: _____ Date: _____

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