***Insert EY setting logo***

Early Years Setting’s SEN

 Transition Meeting Journal

**Venue:**

**Date:**

**Time of meeting:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Child’s Name:**  | **D.O.B:** | **Age:** | **Purpose of Meeting:**Transition Meeting |
| **Present:** **Apologies** | **Copies to**:  |
| **Background Information:**  |
| **My Support Plan (MSP) in place?** |  **Date of last review:** |
| **Yes/No**If yes, please see My Support Plan for full details of support |
| **Key Points Discussed:** |
| **What is the outcome we want to achieve?** | **What are we going to do about it?** | **Who will do this?** | **By when?** |
|  |  |  |  |
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|  |  |  |  |
|  |  |  |  |

**Name and contact number of persons leading the transition meeting:**

**Next meeting date:**