***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:**