

# Transition timescales – summary of duties

## Starting pre-school (age 3)

### 6 months before starting

If your child has been receiving additional support before starting pre-school, your local authority should start to gather information and views from any professional working with your child.

### 3 months before starting

The authority must share the information they have gathered with you and, with your consent, any other agencies (such as health or social work) who'll be supporting your child.

**Who to talk to:  
Nursery teacher**

## Moving to primary or secondary

### 12 months before starting

Before your child is due to start school or move to their next school, the local authority must start to gather information about your child's needs and any support they have been receiving.

### 6 months before starting

The authority must share the information they have gathered with you and, with your consent, any other agencies (such as health or social work) who'll be supporting your child. This information should be used to make sure the new school is prepared for the child's arrival.

**Who to talk to:  
Head teacher**

Local authorities have systems in place so pre-schools, schools and other agencies can share information to help a child move smoothly through each stage.

**Enhanced transition:** Children with additional support needs may benefit from additional activities at transition times such as settling in days or meet your teachers sessions to make them familiar with their new school environment and teaching staff.

If your child is moving or leaving school and you are worried about their transition, call the Enquire helpline on **0345 123 2303**.

## Leaving school

Local authorities have a legal duty to help young people with additional support needs to 'transition' from school to adulthood. This transition could be moving on to further education, employment, a training course, living away from home or to an individual person-centred package. An appropriate place in post-16 learning should be offered to every young person who wants it.

### 12 months before leaving school

If your child needs support from other agencies such as health, social work or a voluntary organisation, the authority has a duty to ask them for advice and information on any support that might be available for your child. Other agencies involved might include Skills Development Scotland or further education colleges.

### 6 months before leaving school

The local authority must share the following information to relevant agencies:

- the date your child is expected to leave school
- any services the local authority may provide when your child leaves school (for example social work services or housing)
- any other information they think will help the agencies provide their services.

The authority should take account of you and your child's views. They should also seek your child's consent (or yours if they lack capacity) before sharing any information.

**Who to talk to:  
Head teacher or lead professional**