

## Transition to School Digital Statement FAQs

### **What is the Transition to School Statement?**

Starting school is a big milestone for children and their families, and the transition between learning environments can be both exciting and challenging.

The Transition to School Statement is an important tool designed to help set children up for success in learning as they move into Kindergarten. Completed by a child's early childhood teacher or educator and sent to their new school, the statement summarises a child's strengths, interests and approaches to learning, and aligns with the Early Years Learning Framework.

The digital statement is the preferred tool. However, it is available to download in full as a [PDF](#) if required.

### **Who needs to complete a Transition to School Statement?**

The department's Transition to School Statement is mandatory for services accessing Start Strong funding. We encourage all services to use it as it has been carefully developed to set children up for success as they transition to primary school.

The [Transition to School Digital Statement](#) is the preferred method but where the digital statement is not possible, the [PDF version](#) can be completed. Copies of Transition to School Statements must be retained for funding compliance purposes if the digital platform is not used.

The statement is designed to be used in conjunction with other transition practices that work well for children, families, local services, and schools.

**My centre does not receive Start Strong funding, but some of our families receive NSW Fee Relief. Do we need to complete Transition to School Statements for only these children?**

The department's Transition to School Statement is mandated for services accessing Start Strong funding, however we encourage all services to use it to support continuity of learning and a successful transition to primary school for all children.

**Can mobile preschools access the Transition to School Statement?**

Mobile preschools can access the Transition to School Digital Statement using their service approval number (not venue approval). The Centre Director or Nominated Supervisor can register and then provide access to educators and teachers. The [Transition to School Digital Statement User Guide](#) has more information to help you set up your service.

**If a child attends two services, are both required to complete a Transition to School Statement?**

If a child attends multiple services, a Transition to School Digital Statement can be created at each service they attend. This allows multiple services to provide information about the child as they present at each service, providing a more holistic picture of their learning and development, and allows early childhood education and care services to meet their requirements under the Start Strong program.

**Does the Transition to School Digital Statement support children who have diverse needs?**

The Transition to School Digital Statement aims to ensure a positive transition for all children. Additional documentation such as NDIS plans can be uploaded and will be sent to the child's school through the platform, ensuring schools have immediate access to these documents.

It is recommended that early childhood education and care services work with parents and carers, allied health professionals and schools to support the individual needs of a child who requires additional support. For some children this will mean providing an interim statement or summary of

information for parents or carers to share. A final Transition to School Statement can be created as the date for starting school gets closer.

The TTSDS platform also allows for cultural information to be shared with schools. In 2023 we updated the Transition to School statement to improve inclusivity and to ensure cultural safety for families. We recommend obtaining permission from parents or carers to share specific cultural information with schools.

## Completing a Transition to School Statement

### **How do I access the Transition to School Statements for children in my service?**

You can access the Transition to School Statements for children in your service through the [Transition to School Digital Statement platform](#).

### **How long will it take to fill out the Transition to School Statement?**

The time taken to complete each statement will vary, but we recommend approximately 60 minutes for each child. To help manage this commitment, we recommend preparing documentation and uploading child details in advance. Information already collected as part of the ongoing assessment of a child's learning and development can be used to capture children's voices in the 'Feelings about school' section.

### **When should I start filling out Transition to School Statements?**

The Transition to School Digital Statement platform is open all year. You can begin preparing documentation and uploading administrative details, such as consent forms, enrolment details and family context information, at your earliest convenience.

It is recommended that the learning and development section of the statement be completed in Term 3 or 4 of the year before school to ensure the most relevant, up-to-date information is provided to assist in the transition process.

For children with additional needs, we recommend completing the statement earlier and connecting with the nominated school as soon as practicable to ensure all necessary supports are in place to support a successful transition.

### **How do I save my progress when completing a Transition to School Digital Statement?**

To ensure your work is not lost, click the 'Save and continue' button at the bottom of each step even if that section is incomplete as you can return to it later. You will be notified after 50 minutes of inactivity to remind you to save your work. If your work is not saved within 60 minutes of inactivity, you will be automatically logged off for security purposes, and unsaved progress will be lost.

### **What support is available to help me successfully complete the Transition to School Statement?**

The following resources are available to help early childhood education and care services complete Transition to School Statements:

- [Quick start guide for directors \(PDF 82.7KB\)](#)
- [Transition to School Digital Statement demonstration video](#)
- [Guide to completing the Transition to School Digital Statement \(PDF 401.6KB\)](#)
- [Transition to School Digital Statement user guide \(PDF 1.578KB\)](#)

For technical support, please contact us on 1300 060 450 (toll free).

### **If a family postpones the commencement of Kindergarten, can we roll over an existing Transition to School Statement?**

Statements cannot be rolled over. Services will need to begin a new statement for each child expected to transition to school the following year to ensure they contain relevant, up-to-date information. Statements from prior years will be automatically archived.

## Transition to School Parent Consent Form

The [Transition to School digital consent form](#) has been updated to allow parents and carers to sign if they do not give consent for a Transition to School Statement to be created for their child. Please note that consent must be obtained prior to starting a statement.

### **What happens if parents and carers do not provide consent?**

If a parent or carer does not provide consent, you cannot create a Digital Transition to School Statement for their child. For ECEC services accessing Start Strong funding, if parents do not consent to creation of a statement, the consent form must be retained for funding compliance.

### **If a parent has provided consent for their child to access Start Strong Funding, does the ECEC service need to obtain additional consent for the Transition to School Digital Statement?**

Yes, additional consent will need to be obtained from parents/carers for the Transition to School Digital Statement. ECEC services use the Transition to School Consent Form to authorise the NSW Department of Education to collect personal and health information about the child in the statement.

The TTSDS is a summative assessment of the child and provides information about the child's development, strengths, and learning needs. The Transition to School Parent Consent form is the correct document to be uploaded onto the platform enabling the educator to then proceed with the completion of the TTSDS.

The Start Strong declaration and consent form:

- declares whether the child is enrolled at another service, and if so, nominates which service the parent/carers will receive the Fee Relief Payment from; and
- consents to the child's name, date of birth and enrolment ID being provided to the department for the purposes outlined in the Program Guidelines.

Families cannot access Start Strong fee relief unless they complete the fee relief declaration form.

**Can I upload additional documents if necessary?**

Additional documentation about a child's learning and development can be attached.

## Sharing Transition to School Statements with schools

**How do I share a completed Statement with a NSW public school?**

When completing a statement, the ECEC service can nominate the child's intended school if known. Public schools will be automatically notified when a statement is completed for a child enrolled to attend Kindergarten at their school.

**Can I share the Transition to School Digital Statement with non-government or interstate schools?**

At this time, only public schools in NSW can access the Digital Statement. If a child will be attending a non-government or interstate school, services can save the statement as a PDF and share it manually.

**Can I access or share Transition to School Statements through an external communication platform?**

The Transition to School Digital Statement cannot be integrated with any third-party application or communication platform.

## Parents and carers

**Do parents and carers need to provide consent?**

Parents and carers must record their consent on the [Transition to School digital consent form](#) before a statement can be developed.

**Can parents and carers review the contents of the Transition to School Statement prior to submission?**

Collaboration with families and carers is encouraged before the statement is drafted to discuss the child's development and teaching strategies used. Once drafting has begun, services can download a copy to consult with parents and carers further if required. No changes can be made once the completed Statement is submitted.