

Phase Transfer Process Frequently Asked Questions

1. *Which team undertakes the admission to reception and secondary schools known as the phase transfer process for children with EHC Plans?*

The SEN Team complete the phase transfer process for children with EHC Plans. The Barnet Admissions Team will forward any forms received from parents for phase transfer admissions where the parent has indicated the child has an EHC Plan.

2. *How can I be sure that the information considered by the SEN Team for my child's phase transfer is up to date?*

The Annual Review preceding the phase transfer year should discuss views from parents, the child or young person and professionals about which setting the child may attend for Phase Transfer. Discussion and recommendation at the Annual Review should be made for amendments to the EHC Plan including Outcomes which will be relevant for the child or young person's next phase of education. The Annual Paperwork should also include updated attainment and progress, needs and provision. If there is a consideration that the child's needs would be better met in a specialist provision (ARP or special school) that this would be clearly indicated as part of the annual review.

This Annual Review paperwork provides the local authority with the information on which decisions about amending the EHC Plan and placement for the next phase of education will be based.

3. *If my child attends a school which caters for Primary and Secondary ages what happens?*
The local authority is still required to conduct the Phase Transfer process and it should not be assumed that a child will remain in the same school for the next phase.

4. *When does the phase transfer process start?*

SEN Caseworkers are allocated the children and young people for whom they will complete the phase transfer process for in June, this may not be the caseworker allocated to the school, and if annual review paperwork has not been sent in by the school, they will contact schools and settings to request this. Parents should not expect to hear from the SEN Caseworker.

5. *How will I be informed about what happens?*

Information about the phase transfer process is sent to parents and young people in June with the preference form which parents need to complete and return by the date specified and an invitation to attend an information session on the phase transfer process.

6. *Do I get the opportunity to comment on the draft proposed amended EHCP? Between July and November, the SEN Caseworker's will be amending EHC Plans from the updated advices received. The proposed amended EHC Plan will then be sent to parents for their comments.*

7. *What happens if I want my child to attend a school which is not the nearest Barnet school to where I live?*

If a parent has indicated a preference for a school which is not the nearest school to the family home, the SEN Caseworker will also consult the nearest school(s). If there is a preference for a faith school, both local and faith schools will be consulted with. For children who lives near bordering authorities if their local school is situated in a neighbouring borough, we are required to consult with the neighbouring local authority alongside consultations with Barnet local schools. If parents express a preference for their child to attend an independent school, the SEN Caseworker will also consult with local state-funded school(s).

8. *Does the school have the opportunity to say whether they agree to my child attending the school?*

Formal consultation with schools takes place in November and will include a copy of the proposed amended EHC Plan as part of that consultation process. Schools have 15 days to respond. The Law says if a parent (or a young person aged 16 years or over) suggest the name of a maintained school, we must name the school in Section I of the EHC Plan unless:

- a) the school/college is unsuitable for a child's age, ability or aptitude or to his/her special educational needs or
- b) the attendance of a child at the school/college would be incompatible with the provision of efficient education for the children with whom he/she would be educated, or the efficient use of resources. **This could include additional adult support within the setting, therapy provision at the setting, transport to and from the setting.**
- c) **LA name**

9. *What happens if I want my child to attend a special school or an ARP (Additional Resourced Provision)?*

Where it is indicated that a child's needs would be better met in a specialist provision (ARP or special school) the SEN Caseworker will consult with those schools and decisions regarding placement offers will be made via the specialist placements panel which sit termly. Information about the specialist placements panel can be found [here](#)

10. *When will I hear which school is named on my child's EHCP?*

On receipt of consultation responses, the SEN Caseworkers will start finalising EHC Plans with the name of the school the child will attend the following September. For the majority of children, the preferred school will be named. Parents can expect to receive the Final EHC Plan by 15th February, Section I will include the name of the school your children will attend from the following September. You would not expect to hear from the SEN Caseworker unless there are any queries about your child's next school placement.

11. *Are there any arrangements I can make with the local authority to have my preferred school named?*

Where a school which is not the nearest school is named in Section I of the EHC Plan you may be asked by the SEN Caseworker to return a signed confirmation form indicating your agreement that you take responsibility for transport. If there are any other individual arrangement agreed between the parent and the local authority these will be written into an agreement for both parties to sign and confirm their consent with.

12. *What happens if I have asked for changes to the proposed amended EHCP and these are not agreed?*

There may be situations where parents request changes to the EHC Plan which after careful consideration cannot be accommodated ie where provision is requested but there is no professional report recommending the provision suggested. SEN Caseworkers and Managers meet regularly through this period in order to consider changes requested to EHC Plans and placement responses so that decisions are made for the 15th February deadline.

When you receive the Final EHC Plan this will provide information about what you can do if you disagree with either the content of the EHC Plan or the school named in Section I of the EHC Plan.

13. When will the school know that my child is allocated a space at the school and what happens then?

After the February half-term holiday, schools will receive a list of children that have been allocated a space at the school from the September. Pre-schools and primary schools and primary and secondary schools will usually liaise with one another about transition arrangements during the summer term and include parents in those discussions.

14. What happens if my child is having an EHC assessment undertaken during or after official Admissions offer dates?

Until the LA agrees to issue an EHC Plan you must continue with your process through Admissions. If an EHC Plan is agreed, a formal consultation will be sent to you preferred school and to your most appropriate local school.

Once a decision to issue an EHC Plan has been issued the E-admissions application will be withdrawn and you will be notified. The process will then be taken over by the SEN Team.