

Phase transfer

Frequently asked questions

Q When will parents get their letters from the SEN Team to express their preferences for secondary schools?

A We will start writing to you for your secondary school preferences from September. At the same time you will also receive either an amendment notice, notifying you that we intend to amend Section I of the education, health and care plan (EHCP) to take account of the school your child will be transferring to from September 2019 or, a draft amended EHCP, if the plan requires more changes to just Section I. We urge you to provide us with your preferences as soon as possible, but by no later than the last week in October 2018.

To note: Some schools have an open day specific to parents of children with SEN, other schools will be allowing families to come and visit the school on a one-to-one basis. You will need to contact the schools directly about this but information is contained in the school's information sheets that are in your information pack schools will not be able to confirm if a place can be offered as this decision is made by the local authority from November 2018 onwards.

Q Do parents need to fill out the school admissions form as well as the SEN form when stating their preferences?

A No, children that have an education, health and care plan do not go through the Admissions Team as your applications will be dealt with by the SEND Team.

Q When will the local authority start to send referrals or consultations to secondary schools?

A We will start sending your child's papers to the schools of your preference (maintained schools or independent schools if they are on the DfE section 41 list) immediately after we receive your preferences; this should be around end of September 2018. The SEND team will look at all the schools' responses before making a decision.

Q What paperwork will be sent to the school as part of the referral or consultation?

A The current or amended draft EHCP, appendices and documents that were used to draft this and the most recent annual review and any other relevant documents. If there are any additional documents that you would like to be included please let your education, health and care coordinator know.

Q What if my EHCP hasn't been updated since the most recent review?

A In most cases we should have recently updated the EHCP, however if your child's EHCP has not yet been updated, we will look at this as a priority and amend the plan alongside consulting with schools. The annual review paperwork will be sent to any prospective schools which should be considered alongside the EHCP, so all schools will have the most recent information.

Q Who should I contact if I have queries about the consultations that have been sent to my preferred schools?

A The consultations will be sent by the coordinator assistant (CA), so in most cases they should be able to answer your queries in the first instance. However, if they are not able to answer your query they will refer it to your EHCP Coordinator. Contact details of your CA and EHCP Coordinator can be found on the Local Offer.

Q Does my child's case need to be taken to Panel?

A Yes, cases may be taken to different panels and this is dependent on each individual child. We look at cases individually but within the context of all the children with EHCPs who are transferring to secondary school in order to ensure that every child has a secondary school place secured.

Q When do families find out what school they have been offered?

A The local authority will issue an amended final EHCP by no later than 15 February 2019 which will name the school your child will be transferring to from September 2019 in Section I. Please note this is confirmation of your child's secondary school place and you will not receive further notification. We try to comply with parental preference as far as is possible so we hope you will be satisfied with the school that is named in your child's EHCP. However, if you are not happy you will have the right to appeal to SENDIST. Information on your rights of appeal will be included with the letter, however we strongly advise that you contact your EHCP Coordinator to discuss your concerns before you lodge an appeal.

Q How will my child's transition to secondary be managed?

A A representative from the secondary school your child will be transferring to will be invited to attend the Year 6 annual review so that transition can be discussed and planned. Often, children will get the opportunity to attend induction or transitions days at their new secondary school.