Primary to Secondary School Transfer Process for September 2019

Timeline

September 2017 – July 2018

Year 5 Annual Reviews

Year 5 annual review meeting held at your child's school and paperwork is sent to the SEN Team.

Secondary Transfer Information Open Events

Kingston: 09/07/18
Richmond: 11/07/18

September 2018 – October 2018

School Open Days and visits

Visits and open days held at secondary schools.

Preferences for Secondary Schools

You will receive either an EHCP Amendment Notice or an amended draft EHCP and a form to express your secondary school preferences. Return your form with secondary school preferences to the SEN Team.

September 2018 – November 2018

Consultations sent to schools

Your child's papers will be sent to the maintained secondary schools and any DfE approved independent schools that you expressed a preference for.

School responses received

Schools are expected to return their responses by the end of November.

December 2018

Secondary School Decisions

In consultation with Headteachers; the SEN Team will make decisions on which secondary school will be named in your child's EHCP, taking into account your preferences.

December 2018 – 15 February 2019

Final Amended EHCPs Issued

By 15 February 2019 you will receive a final amended EHCP which will name the secondary school your child will attend from September 2019. This is confirmation of the placement and you will not receive further notification. The General Admissions team will not be in contact with you.