

**Information session for  
Parents/Carers on the Phase Transfer  
from Primary to Secondary School for  
children in Year 5 with an EHC plan**

**September 2021**

Kingston



**achieving  
for children**

# Aims of this session

- To talk through the timeline of the process and highlight key dates
- To gain a greater understanding of the roles of parents and carers; schools and the local authority
- To signpost you to information on secondary schools
- To give suggestions on navigating the process
- To answer any questions.



The process involves parents/carers, SEND Team and schools working together effectively.

# The Process

- If your child has an EHC plan then their admission to secondary school is dealt with by the **SEND Team** not school admissions. The whole process is different.

## Primary to Secondary School Phase Transfer for children with an EHC plan Timeline for September 2021 (Kingston and Richmond)

September 2019 to July 2020 (ideally January to May)	January 2020	April to July 2020	Last week in August 2020	End of September/ Early October 2020	18 November 2020 to 15 February 2021 (Statutory deadline when all EHC plans must be final)	September 2020 to July 2021 (ideally January to May)
<p><b>Year 5 annual reviews</b> At this meeting you will:</p> <ul style="list-style-type: none"> <li>Review progress towards end of Key Stage 2 outcomes</li> <li>Review 12 month targets and write new 12 month targets</li> <li>Write end of Key Stage 3 outcomes</li> <li>Discuss type of secondary schools to explore.</li> </ul> <p>Local authority will amend all Year 5 plans following the review to reflect any changes in needs and provision as well as the new outcomes.</p>	<p><b>Phase transfer (Primary to secondary school) information sessions</b> for parents and carers of children in Year 5 with an EHC plan</p> <p><b>Kingston: Tuesday 28<sup>th</sup> January 2020 @ King Charles Centre 10-11am and 6.30 - 7.30pm.</b></p> <p><b>Richmond: Thursday 30<sup>th</sup> January 2020 @ Twickenham Training Centre 10- 11am and 6.30-7.30pm.</b></p>	<p><b>Destination Year 7</b> (parents, carers and children)</p> <p>A chance to meet secondary schools and to ask questions about the provision they provide.</p> <p><b>Kingston: Tuesday 28<sup>th</sup> April 2020 @ Chessington School 6-7.30pm</b></p> <p><b>Richmond: Wednesday 29<sup>th</sup> April 2020 @ TBC 6-7.30pm</b></p> <p>Secondary school open days and/or one-to-one visits.</p> <p>A chance to ask questions, 'get a feel' for the schools, ask about areas of needs, etc</p> <p>(Contact the school directly to arrange)</p>	<p><b>Preferences for Secondary Schools</b></p> <p>The local authority will send an amendment notice or proposed amended EHC plan to you and seek your preferences.</p> <p>From the date of the letter parents and carers have two weeks to submit three preferences.</p>	<p><b>Consultations sent to secondary school</b></p> <p>The child's papers will be sent to all the schools that you expressed a preference for (not independent not in section 41). The local authority may also approach the child's nearest appropriate school for a decision on whether they can meet the child's needs.</p> <p>Secondary school decisions</p> <p>In consultation with headteachers, the SEND team will make decisions on which secondary school will be named on the child's EHC plan taking into account parent or carer preferences.</p>	<p><b>Final EHC plan issued</b></p> <p>The amended final EHC plan sent to parents or carers with secondary school place named and any amendments from the Year 5 review.</p> <p>Please note: This is the only notification parents or carers will receive of their child's secondary school place.</p> <p>Primary schools will know placement through the plan being final.</p> <p>Secondary schools will be sent a list of all placements.</p>	<p><b>Year 6 annual reviews</b></p> <p>At this meeting you will:</p> <ul style="list-style-type: none"> <li>Review progress towards end of Key Stage 2 outcomes</li> <li>Review 12 month targets and write new 12 month targets</li> <li>Plan transition with secondary school.</li> </ul> <p>Primary schools to send annual review paperwork to local authority and everyone invited within two weeks of the meeting.</p> <p>Local authority to send decision letter not to amend unless an increase of support necessary.</p>

# Year 5 Annual Review Meeting

- The Local Authority is prioritising attendance at the Year 5 Annual Review meeting by EHC coordinators and/or Annual Review Team
- Writing KS3 outcomes: these are longer term, broad and SMART and linked to your child's aspirations
- Ensure all EHC plans reflect current strengths, needs and aspirations for secondary school therefore this means some EHC plans will be amended in Year 5.

# How to choose a school

We recommend that you:

- Read the SEND Information Report for parents/carers
- Read school brochures
- Look at school websites to find out their policies
- Read the latest Ofsted reports at [www.ofsted.gov.uk](http://www.ofsted.gov.uk)
- From May 2020 onwards visit secondary schools
- Gather your child's views and consider their interests and abilities
- Consider how your child will get to school.

# Advantages of picking a local school

- Relationships for your child with peers who live near them
- Creating independence
- Reduced journey time
- Increased access to community activities  
<https://kr.afcinfo.org.uk/pages/local-offer/information-and-advice/leisure-and-social-activities>



# What types of school are there?

- For the majority of children with an EHC plan their needs can be met at a mainstream secondary school.
- For a small number of children with an EHC plan more specialist provision may be required. This might be:
  - ❖ a Specialist Resourced Provision (SRP) in a mainstream school
  - ❖ a special school: staff at special schools have extensive specialist training and resources so that if your child has complex needs, they can be better supported to thrive and achieve.

# Preferences

Parents/Carers have the right to express a preference for:

- Maintained school and any form of academy or free school (mainstream or special)
- Non-maintained special school
- An independent school which has been approved, for this purpose, by the Secretary of State. This list is on Section 41 of the Children and Families Act 2014.

# Our Local Offer

## Mainstream Schools

- Chessington School
- Coombe Boys' School
- Coombe Girls' School
- The Hollyfield
- Richard Challoner (for boys)
- Southborough School (for boys)
- The Holy Cross School (for girls)

The Kingston Academy (TKA)  
Tolworth Girls' School

## Grammar Schools

- Tiffin Girls' School
- Tiffin School (for boys)

## Mainstream school with a Specialist Resourced Provision (SRP)

- Coombe Girls' School: Communication needs, including hearing impairment
- The Kingston Academy: Social communication needs including Autism and mild to moderate learning difficulties
- The Hollyfield: Social communication needs including Autism, mild to moderate learning difficulties and sensory and emotional health needs
- Richard Challoner: Social, Emotional and Mental Health

## Mainstream school with a Enhanced Specialist Teaching Agreement (ESTA)

- Richard Challoner: Social Communication Needs including Autism and mild learning difficulties

## Special Schools

- Bedelsford School: Physical disabilities including those with profound and multiple or moderate learning difficulties and complex health needs
- Dysart School: Complex Learning needs including Autism or additional sensory or physical needs
- St Philip's School: Moderate learning difficulties and additional needs such as Autism.

# Richmond Specialist Provision

The schools listed are settings with a specialism that is not available in Kingston:

## **Mainstream school with a Specialist Resourced Provision (SRP)**

- Christ's School: Specific learning difficulties with co-occurring difficulties
- Orleans Park School: Specific learning difficulties with co-occurring difficulties

## **Special Schools**

- Capella House: Speech, language and communication needs and moderate learning needs

# Independent Schools

- Parents/Carers can also make representations for a place at an independent school that is not on Section 41
- The Local Authority must consider your request but has a duty to consult other local schools that may be appropriate. In line with the SEND Code of Practice, any decisions made about whether to place a child in an independent school will be made with consideration of the Local Authority's reasonable use of public expenditure
- If you apply to an independent school directly they may invite your child to an assessment. **An offer from the school does not guarantee that the Local Authority will name this school in Section I of your child's EHC plan.**

# The school that will be named in the EHC plan

- The Local Authority must consult with this school and comply with this preference unless:
  - ❖ it would be unsuitable for the age, ability, aptitude or SEN of the child
  - ❖ the attendance of the child there would be incompatible with the efficient education of others, or the efficient use of resources.
- The Local Authority may also consult other schools based on your child's special educational needs
- If more than one school could meet your child's need a decision will be decided on the individual child's strengths and needs taking into account parental preferences and views of the schools
- The local authority will name a school in your child's Final Amended EHC plan by no later than **15<sup>th</sup> February 2021**.

# Year 6 Annual Review Meeting

- If the reviews takes place after the secondary school has been named, they can be invited
- The representative from the secondary school may not be the SENCo/ inclusion manager: it is usually someone from the inclusion team who will work closely with your child and may be your key contact
- The primary school and parents/carers can share what strategies/support your child will need and how the secondary can deliver this in their setting (involving your child where appropriate).

# What are all our roles?: Activity!

Primary School	The Local Authority	Parents/Carers	All



# What are all our roles?

Primary School	The Local Authority	Parents/Carers	All
Convene and hold the Year 5 and 6 Annual Review meeting	Finalise the final amended EHC plan by 15 <sup>th</sup> Feb 2021	Express preferences for secondary schools	Communicate
Send a report following the Annual Review Meeting to all parties invited	Consult schools	Research schools	Agree Key Stage 3 outcomes
	Keep the Local Offer updated		
	Ensure the school named can meet the SEND, age, ability and aptitude of the child; and is an efficient use of resources		

# Where can you go for advice and support?

- **SEND Team:**

Address: SEND Team, Guildhall 2, Kingston, KT1 1EU

Email: [senteam@achievingforchildren.org.uk](mailto:senteam@achievingforchildren.org.uk)

Phone: 0208 547 5872

- **EHC Coordinator/ Annual Review Team/Coordinator Assistant:**

<https://kr.afcinfo.org.uk/pages/local-offer/information-and-advice/assessment-and-education-health-and-care-planning/send-team-contact-details-and-customer-service-standards>

- **Admission Brochure for children with EHC plan:**

<https://kr.afcinfo.org.uk/pages/local-offer/information-and-advice/assessment-and-education-health-and-care-planning/phase-transfer>

- **The Local Offer:** [https://www.afcinfo.org.uk/local\\_offer](https://www.afcinfo.org.uk/local_offer)

- **SENDIASS/KIDS:**

Phone: 0203 793 9596

Email: [RichmondKingston@kids.org.uk](mailto:RichmondKingston@kids.org.uk)

Website: <http://www.kids.org.uk>

**Please give us your feedback!**

<https://surveys.achievingforchildren.org.uk/s/CYFEY/>

**Any questions?**

