

Children with an Education, Health and Care Plan (EHCP) moving to secondary school -

Phase transfer to secondary school



This leaflet is designed to give you more information about how we will work with you and your child to prepare for the next stage in their education.

Moving on to the next stage of education is an exciting time for young people and their families. However, it can also be a worrying time. If your child has an EHCP, you may be wondering which schools might be suitable and what additional support will be available.

Most children and young people with EHCPs go to their nearest mainstream school along with their friends. However, children and young people with EHCPs follow a different admissions process to ensure that the new school can provide the right support for their additional needs.

How does the admission process for children with EHCPs work?

At the Annual Review in Year 5, you will be asked to name a school as your parental preference for secondary school. The Annual Review meeting will also review your child's progress towards the outcomes in their plan and check if there need to be any changes to the description of your child's needs or the provision that they require. Following the Annual Review meeting the Annual Review paperwork will be sent to the EHCP Casework team, along with the name of your preferred school.

Consultation with schools

The amended EHCP and key reports will then be sent to your preferred school, and also to your nearest mainstream school. We may also send the information to other schools we feel might be suitable.

To decide which education provider is appropriate for a child or young person, we will take the following into consideration (this list is not exhaustive):

- the views of parents, carers and the young person themselves, and their school preference
- the child or young person's SEN and the support required to meet those needs
- the child or young person's current educational attainment and progress
- responses from education providers we consult with

By law we must name the education provider preferred by parents, carers and the young person themselves, unless:

- the education provider is unsuitable for the age, ability, aptitude or special educational needs of the child or young person
- the attendance of the child or young person would be incompatible with the efficient education of others – and there are no reasonable steps the council can take to avoid this – or the efficient use of council resources (paragraph 9.79, [SEND Code of Practice: 0 to 25 years](#))

When will you know your child's secondary school?

We must send you the Amended Final EHCP naming the school by February 15th of Year 6 at the latest. If you have requested a special school the EHCP casework team and your preferred school are unable to provide information regarding school placement before 15th February. The Amended Final EHCP takes the place of the Secondary Transfer Allocation letter which informs children, without an EHCP, about the secondary school they have been allocated and are sent out on March 1st of Year 6.

If the school named on your child's EHCP is not your nearest school to meet your child's needs, it is likely you will have to provide transport to and from school.

Why do I have to choose a school so early?

Knowing your preferred school early means that the Local Authority has time to follow the admissions process set out in the SEND Code of Practice and to make sure the right support is in place ready for when your child starts the next phase of their education.

How do I know which is the right school?

The Local Authority is not able to advise you on specific schools because all of our schools are inclusive learning environments that can adapt to meet a range of learning styles and needs. Most schools run open days in September (when your child begins Year 5) and it will be helpful for you and your child to arrange a visit to look around the school and chat with the SENCo.

Attending their local mainstream school, alongside their friends is the right choice for most children, including those with special educational needs. Mainstream secondary schools are well equipped to provide support for children with additional needs and your child will remain a part of their local community.

What if a school says they 'cannot offer my child a place'?

A school can only refuse your child a place in certain circumstances. Where a parent or young person wants mainstream education and it would not be incompatible with the efficient education of others, the local authority has a duty to secure that provision. The EHCP Casework team will consider the replies from schools as part of the consultation process.

If a school has a concern about whether they can provide the right support for your child, we will contact you and the school to discuss the concerns.

Will the support my child currently receives continue into secondary school?

Your child's EHCP will transfer to secondary school with them. However, support for children with additional needs at secondary school is sometimes provided in a different way to support at primary school. Section F of your child's EHCP outlines the support your child will receive to support your child to be more independent at secondary school.

How will my child be supported to transition to a new school?

As a starting point please contact the school that is named in child's plan and ask how they support children with an EHCP to transition. Some schools offer extra visits, some have days where just the children with EHCP's can visit (in addition to other days), some have 'summer schools'. There is also a range of advice available online to support parents in planning for transition.

[How Parents Can Help With Secondary School Transition | YoungMinds](#) [Back to School Tips for Parent Carers | Gloucestershire County Council](#)

What if I have questions?

If you have any questions or concerns, please let the EHCP Casework team know as soon as possible.

What if I don't get the school I wanted?

If the LA does not name the school preferred by parents your Caseworker will outline, in the letter you receive with the final Education Health and Care plan, the reasons for that decision, whether it is because:

- the education provider is unsuitable for the age, ability, aptitude or special educational needs of the child or young person
- or
- the attendance of the child or young person would be incompatible with the efficient education of others – and there are no reasonable steps the council can take to avoid this – or the efficient use of council resources (paragraph 9.79, [SEND Code of Practice: 0 to 25 years](#))

We will do everything we can to reach agreement with you on a suitable school. If you would like to discuss the decision further please contact your Caseworker directly In the first instance. If we cannot reach agreement, the Amended Final EHCP naming a school the Local Authority feel is appropriate will contain details of how to access mediation and provide details of your right to appeal to the SENDIST tribunal.

Timeline from Year 5 to the start of secondary school in Year 7

Year 5 September - January:

You and your child consider what will be your preferred school for Year 7. This is helped by you and your child visiting secondary school open days.

Year 5 February - March:

Annual Review of EHCP, when your child's EHCP is reviewed and updated ready for consultation with secondary schools. The current primary school sends the Annual Review paperwork to the Local Authority together with your preferred school for Year 7.

Year 5 April - September Y6:

The Local Authority amends your child's EHCP and sends it to you for your comments. At this point, the secondary school is not named.

Year 5 June - Year 6 December:

The Local Authority uses the amended EHCP to consult with your preferred school, local mainstream school and any other appropriate schools. Year 6 No later than February 15th: The Local Authority names the secondary school for Year 7 on Amended Final EHCP

Year 6 March - July:

Transition visits to and from new school arranged by your child's school

Year 7 September:

Beginning of your child's secondary phase of education

If you would like further information or support please contact;

- Your child's current primary school SENCO
- The EHCP Casework team:
01452 426922

SENDIASS offer free, confidential and impartial advice to children and young people with special educational needs and disabilities and their parent carers
0800 158 3603 or
01452 427566
<https://sendiassglos.org.uk>

