



SEND Guide to Primary School Transfer

How moving from nursery to primary school works for children with an Education Health and Care (EHC) plan

[Lambeth.gov.uk/SEND](https://lambeth.gov.uk/SEND)



Introduction and contents

Moving from nursery to primary school is an important stage in your child's life. The primary transfer process is different for a pupil with an Education Health Care (EHC) plan. This guidance outlines the arrangements for the transfer of Lambeth pupils with an EHC plan from nursery to primary school.

In Lambeth, all maintained primary schools provide help for children with special educational needs. Lambeth is committed to inclusive education and will place children in local mainstream schools where appropriate.

To help decide which primary school is right, we recommend visiting schools that interest you and your child. Lambeth's School Admissions Team publish a 'Brief guide to secondary schools in Lambeth' every year, which includes the dates of open days, which are usually in September and October. If you do not have a copy, contact the [SEND Support Team](#) or [visit the School Admissions web pages](#). You can also get them from Lambeth libraries.

Parents/carers of pupils with an EHC plan have certain rights for admissions and transfers. They can express a preference for their child to attend a school in the maintained sector within Lambeth or the maintained sector in an out of borough school. Local authorities must agree on the parental preference for a school in the maintained sector, provided three conditions are met. The placement must be:

1. appropriate to the child's age, ability, aptitude or special educational needs
2. compatible with the efficient education of the other children with whom the child would be educated
3. compatible with the efficient use of the council's resources.

Further information and the Primary School application form is available online at <https://beta.lambeth.gov.uk/lambeths-send-local-offer/im-parent-or-carer/education-health-care-ehc-plans/choosing-applying-school-child-with-EHC-plan>

The closing date for applications is 31 October.

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Nursery transitional review

The final 6-month review of a child's EHC plan will focus on primary transfer issues. As with all reviews, parents/carers will be invited to attend. Staff will also seek the views of the child.

EHC plan reviews aim to make sure that parents/carers, children, the council, and all professionals involved monitor and evaluate the continued effectiveness and relevance of the provision set out in the EHC plan, and assess the child's progress. Reviews consider whether it may be necessary to amend the EHC plan to reflect newly identified needs and provision.

The final review at nursery is crucial because you can discuss with the school and other professionals working with your child what type of primary school would be most appropriate to meet your child's needs. If this review has not yet taken place and you do not know when it is scheduled for, please ask the nursery or contact AnnualReviews@lambeth.gov.uk.

Following the transitional review

1. The nursery prepares a report summarising the conclusions of the meeting
2. The report is sent, with supporting paperwork, to the SEN Team and everyone who attended or were invited.
3. The SEN Team consider the recommendations of the review report and make any necessary amendments to the EHC plan.
4. If amended, the proposed amended EHC plan will be sent to you for your consideration and agreement before being used, along with the review report, to consult with your preferred primary schools.
5. Once a place is allocated, the SEN Team will send your child's new primary school a copy of the Amended Final EHC plan, setting out the level of support your child should receive.

Deciding which primary school will be named

Most pupils' special educational needs can be met equally well in any Lambeth maintained primary school. Lambeth therefore urges parents to carefully consider their local mainstream primary school. This school is likely to be in the best position to preserve friendship groups and minimise the stress that change of school can entail.

The Local Offer, available on Lambeth's website at <https://beta.lambeth.gov.uk/lambeths-send-local-offer> enables parents and young people to see more clearly what services are available in their area and how to access them. It is helpful to know what each school can offer and what you can expect from the school.

Each maintained school has details of how they support pupils with SEN on their websites. It should also include;

- The school's special needs policy.
- The name of the teacher responsible for special educational needs, who is usually called the SENDCO, Special Educational Needs and Disabilities Co-ordinator, or sometimes the SENCO.
- Details of how additional help is given. For example, how will my child be supported in and out of the classroom?
- Information about how the school works closely with parents.

Visiting schools together with your child will also help you decide which school to name.

Frequently asked questions

Do I still fill in a Common Admissions Form?

No. As your child has an EHC plan, the SEN Team is solely responsible for securing your child's primary school placement.

When do I choose a secondary school?

Parents/Carers are encouraged to start thinking about primary schools in year before they are due to leave nursery and discuss possible choices at reviews held during that year.

Can I choose any school?

As a parent/carer, you are entitled to express a preference for any maintained school. However, before specifying the name of any maintained school under Section I of a pupil's EHC plan, the Local Authority (LA) must consult the school, and where another Authority maintains the school, that Authority as well.

Can I choose an Independent school?

Parents can make representation for an independent school. However, the LA has a duty to ensure that its pupils are educated within local provision and is not obliged to name an independent provision where a maintained provision can meet the needs of the child.

What if my child currently attends specialist provision?

The nursery transitional review at a special nursery/children's centre will include an assessment as to whether their needs can best be met in a mainstream or special school.

Are arrangements different for special schools?

No. Parents/Carers can express preference for a special school place in the same way as a parent seeking a place for a mainstream school. Parents/Carers are encouraged to visit both mainstream and special schools to have an informed choice about the provision available.

Can I express a preference for a special school?

Yes. You can express a preference for a special school. The council must consider your request and, if appropriate, name the preferred school, unless it can be demonstrated that any one of the three criteria set out earlier in this document would apply. The SEN Panel will consider your request.

Do academies have to take children with EHC plans?

Yes, provided the conditions set out above are met.

Where can I find information about Lambeth schools and schools in other boroughs?

Each year Lambeth prints its primary school booklet for parents/cares of children transferring into primary school. A copy can be obtained from the Civic Centre, 6 Brixton Hill, London, SW2

1EG, or via the Lambeth website www.lambeth.gov.uk. To obtain a school booklet for other boroughs, either visit their website or contact the admissions team for that borough.

What happens if my child does not obtain a place at the preferred school?

Where schools respond to say they cannot meet your child's needs and do not offer a placement, the LA will consider this response in detail and decide whether to challenge the school. The LA must name that school in the EHC plan, so long as the following criteria apply (Code of Practice Special Educational Needs, paragraph 9:79):

- The placement is appropriate to the child's age, ability, aptitude and 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, or the efficient use of resources.

If the LA does not agree to name your preferred school, you can meet with your named SEN officer to discuss why the school of your choice has not been named. You will be given the chance to consider identifying another school(s).

What can I do if I do not agree with the school named in my child's EHC plan?

If you disagree with the school named in your child's EHC plan, you can appeal to the Special Educational Needs and Disability Tribunal. Parents may wish to contact Lambeth's Parent Information and Advice Support Service who provide independent support to parents and carers in resolving disputes. Contact them on 020 7926 9805 or email lambethiass@lambeth.gov.uk

How will I know if my child is eligible for transport assistance?

Assistance with transport will be considered case by case in line with the SEN Transport Policy. Parents should be aware that transport assistance does not extend to the parent's preferred school, where this is further away from home than any other school, which is appropriate to your child's special needs. The Authority is open to allowing the pupil to attend the school, so long as the parents pay the cost of transport. For further information, contact the SEN Transport Team on 0207 926 9684 or email transport@lambeth.gov.uk.

Timetable for Secondary Transfer

September-October

Parents/carers complete application forms listing the schools they want the SEND team to consult and return to sendsupport@lambeth.gov.uk by 31 October



October-November

SEND team consult with schools



November-December

Primary placement offers received from schools and parents told about offers made



January-February

Final EHC plan naming primary school issued by 15 February