
YOUR CHILD'S TRANSFER TO SECONDARY SCHOOL IN 2022

Secondary Transfer for
Pupils
with an Education Health
Care Plan (EHCP)



Introduction and background

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

In Lambeth all maintained secondary 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 with the decision of choosing a secondary school we recommend visiting schools that interest you and your child.

Parents/carers of pupils with an EHCP 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 that 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 regarding specialist provisions within Lambeth and the Secondary School Application Form '**Application to secondary school 2022 for pupils with an Education Health Care Plan (EHCP)**' 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-ehcp>

The closing date for applications is **30 September 2022**.

Year 5 Transitional Review

Schools will hold an annual review of the pupil's EHCP to discuss secondary transfer issues during Year 5. Parents/Carers will be invited to attend their child's review by the school. The views of the child will also be sought.

The purpose of the annual review is to ensure that once a year the parents/carers, pupil, council, the school, and all professionals involved monitor and evaluate the continued effectiveness and relevance of the provision set out in the EHCP and assess the pupil's progress. The review will consider whether the outcomes in your child's EHCP are due to be updated and if it may be necessary to amend the EHCP to reflect newly identified needs and provision.

The Year 5 review is particularly important because it is at this meeting that you as parents/carers can discuss with the school and other professionals working with your child what type of secondary 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 contact your school or AnnualReviews@lambeth.gov.uk.

Please note this does not apply if your child's first EHCP is less than a year old.

Following the Transitional Review:

- The School prepares a report summarising the conclusions of the meeting and all supporting paperwork.
- The report is then sent to the SEN Team and all those who attended and/or were invited.
- The SEN Team will consider the recommendations of the review report and make any necessary amendments to the EHCP.
- If amended, the proposed amended EHCP will be sent to you for your consideration and agreement before being used, along with the year 5 annual review report, to consult with your preferred secondary schools.
- Once allocated, the SEN Team will send to your child's new secondary school a copy of the Amended Final EHCP, setting out the level of support your child should receive.

Making a decision about which secondary school will be named

Most pupils' special educational needs can be met equally well in any Lambeth maintained secondary school. Lambeth, therefore, urges parents to give very careful consideration to their local mainstream secondary school, as this school will be in the best position to preserve friendship groups and minimise the stress that change of school can entail.

The Local Offer which is 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 useful to know what each school can offer and what you can expect from the school. Each maintained school in line with the Local Offer 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 with overall responsibility for special educational needs usually called the SENCo - Special Educational Needs Co-ordinator.
- Details of the arrangements 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 EHCP, the SEN Team is solely responsible for securing your child's secondary school placement.

When do I choose a Secondary School?

Parents/Carers are encouraged to start thinking about secondary schools as soon as possible and discuss school options at annual reviews.

How can my child be involved?

Your child may have their concerns about secondary transfer and will want to feel heard and understood and that their views are being listened to. As part of the annual review process, your child will be encouraged and helped to give their views.

Can I choose any school?

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

Do I rank schools in order of preference?

The application form asks for three choices however the LA takes this to mean that you would be happy for your child to attend any of the school choices you provide. However, where multiple schools offer places we will ask you for your preferred school.

Can I choose an Independent school?

Parents can make representation for an independent school. However, the LA 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 a special school?

Year 5 pupils at a primary special school will have a review to plan for secondary transfer and determine whether their needs can best be met in a mainstream or special school.

Are arrangements different for special schools?

No. Parents/Carers can express a 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 be able 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 give consideration to 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. Your request will be considered by the SEN Panel.

Do academies have to take children with EHCPs?

Yes, provided that 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 secondary school booklet for parents/cares of children transferring from primary to secondary 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 or not to challenge the school. The LA must name that school in the EHCP 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 there would be incompatible with the efficient education of others, or the efficient use of resources

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

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

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

Assistance with transport will be considered on a case by case basis in line with the SEN Transport Policy, For further information please contact the SEN Transport Team (on 0207 926 9684 or email: transport@lambeth.gov.uk).

Parents should be aware, however, 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. It is open to the Authority to allow the pupil to attend the school, so long as the cost of transport is borne by the parents.

Timetable for Secondary Transfer 2022

