

# Secondary Transfer Process for Children with Special Educational Needs and/or a Disability (SEND)

## Information for Parents/Carers

The secondary transfer process can be a worrying time for both parents/carers and children and possibly more so for parents / carers of children with special educational needs and/or a disability (SEND).

The following guide/information has been designed to make the process as clear as possible and answer any questions that you may have.

If you have any questions throughout the process, please speak with your School SENCo or contact the SEND Service who will be pleased to help you and discuss further.

Where appropriate, please do discuss preferences with your child and take this into consideration when expressing preferences for a school.

Telephone: 020 3821 1919

Email: [senphasetransfer@enfield.gov.uk](mailto:senphasetransfer@enfield.gov.uk)

**Please note: this guidance is only for children who have either a proposed EHC Plan or final EHC Plan.**

**If your child is still undergoing an EHC needs assessment and has not yet been issued with a proposed EHC Plan, you will need to follow the standard school admissions process.**

**For more information, please visit:**

**[www.enfield.gov.uk/admissions](http://www.enfield.gov.uk/admissions)**

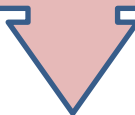
**[School admissions and applications | Enfield Council](#)**

**Year 6 Autumn term (September / October)**

You are encouraged to visit your local secondary schools and meet the Inclusion team.

The SEND Service will write to request your preferences for secondary school entry.

**You must respond by 18th October**



**Year 6 Autumn Term**

The SEND Service formally consult with your preferred secondary school and most local secondary school to seek their views.



**Year 6 - Spring Term**

The SEND Service consider the response(s) from the school(s). Your Case Coordinator will only contact you if your child has not been offered a school and/or further discussion is needed.



**Year 6 – February 15<sup>th</sup> (latest)**

Your child's EHC Plan will be finalised to name the secondary school.



**Year 6 – Summer Term**

Your child's primary school arrange a transition meeting with you and the secondary school.

## **SEND Secondary Admission Process Explained**

### **1. Year 5: Spring / Summer Term**

Your child's primary school will invite you to attend a review of your child's Education, Health & Care Plan (EHCP). This will take place before the end of the Summer Term in Year 5, or at the beginning of the Autumn Term in Year 6.

The purpose is to ensure that parents/carers, child, school, other professionals involved as well as the Local Authority (LA), monitor and evaluate your child's progress towards meeting the outcomes set out in their EHCP. Recommendations from the review will be considered by the LA who may decide to:

- maintain the EHCP.
- amend the EHCP if there are significant changes to the child's needs, provision to help them meet their outcomes, or the level of support.
- cease to maintain the EHCP.
- initiate a re-assessment.

Discussion will also take place at the review between yourself, your child, school staff and other professionals working with your child about appropriate arrangements for secondary transfer.

## 2. Year 5/6: Summer term / September

Wherever possible and appropriate, the LA looks to place children with EHCPs in their local mainstream secondary school. This means that they can transfer with most of their peers from primary school and benefit from being within their local community. You are advised, therefore, to visit your most local secondary school(s). This will give you the opportunity to meet with the Inclusion Team and discuss your child's needs.

Dates of school open evenings can be found on the Council's website:

<https://www.enfield.gov.uk/services/children-and-education/school-admissions-and-applications/>

You have a right to express a preference for any other school, as well as your nearest school. However, **a preference does not automatically guarantee a place as there are various factors to be considered.**

If you do not express a preference for any school, the SEND Service will identify a school for your child to attend, which will likely be that which is most local to your home.

- A list of in borough schools can be found on the Council's website:

[list-of-schools-in-enfield-education.pdf](#)  
[Enfield schools directory | Enfield Council](#)

(Both of these links also detail primary schools)

### **Please note:**

- If your preferred school is further away from your home than the most local school that can meet your child's SEND, the LA may name the nearer school if that would be compatible with

the efficient use of the LA's resources. In some cases, the LA may name the school preferred by the child's parents/carers, even though it is further away, on condition that the parents/carers make and fund their own arrangements for transport.

- If you express a preference for a Voluntary Aided school (e.g. *St Ignatius College RC*) please complete the school's own admission form to ensure that you meet the criteria for admission to that school. The secondary school will be able to provide you with this form.
- If you express a preference for *Enfield Grammar School* and are applying on the grounds of Music or Sport, you will also need to complete the school's own admission form. You must return the original to the school and send a copy to SEN.

### 3. Year 6: September/October

The SEND Service will write to you to request your preferences of a secondary school placement for your child.

**Your preferences must be received by the SEND Service no later than 18th October. This date is 2 weeks earlier than the normal admissions deadline as children with an EHCP are considered by the schools prior to the PAN London process.**

It is important that you identify a second preference otherwise the Local Authority (LA) will also consult with the two nearest, most appropriate schools for consideration of placement.

If your child has a Proposed EHC Plan or Final EHC Plan, you only need to provide your preferences to the SEND Service in response to the above letter. **Please do not apply via Schools Admissions.**

#### **4. Year 6: Autumn Term**

All consultations for a place are sent to Schools in November / December, so that each school is able to review the EHCP and paperwork all together. This ensures that every child has an equal opportunity to be considered for a placement at their preferred schools.

Please note, should you change your preference at a later stage, please be aware that your preferred school may not be in a position to offer a place to your child.

The SEND Service will send your child's information to the Chair of Governors of your preferred secondary school and the local secondary school, if this is different. This will include any information you may have sent us to support your preference.

The school's Governing Body will be asked for their views on naming their school on your child's EHCP. When taking these views into account, the LA has to decide whether naming the school will be:

- appropriate to meet your child's special educational needs.
- compatible with the efficient education of other pupils already attending the school (i.e. those children who will be on roll in September)
- an efficient use of LA resources.

#### **5. Year 6: Spring Term**

The SEND Service will receive the response from your preferred secondary school and the local school, where appropriate. It will consider which school should be named on your child's EHCP.

If the LA does not agree to name your preferred school, you will be contacted directly.

Similarly, if your child is not offered one of your preferences or a school requests additional information e.g. confirmation of diagnosis, your child's Case Coordinator will be in touch to discuss options and next steps.

## **6. Year 6: 15<sup>th</sup> February (latest)**

Your child's EHCP will be finalised naming the secondary school your child will attend from September.

If you are not happy with the school that we name, please contact the SEND Service in the first instance. We will try to resolve any concerns you may have.

You will also have the right to appeal to the SEN and Disability Tribunal (SENDIST). You can only appeal once an EHCP naming a school has been finalised. Details of the appeal process can be found on the Local Offer [www.enfield.gov.uk/SEND](http://www.enfield.gov.uk/SEND)

## **7. Year 6: Summer Term**

Your child's primary school will arrange a meeting with you and invite a representative from the secondary school named on your child's EHCP. At this meeting you will be able to discuss the arrangements to support your child's move to secondary school.





## Top tips and questions you may want to ask when visiting a secondary school

- Prior to your visit to your preferred secondary school, we suggest you get ready a copy of your child's EHCP and any recent information from professionals working with your child. This will allow you to discuss with the Inclusion Team how your child's special educational needs will be met in a particular school.
- Visit the school's website, and in particular look at their SEND Information Report. This will detail all the ways that the schools support children and young people with SEND.
- Download the guide to secondary school's booklet from the Council's website which will be available in the Autumn term:  
<https://www.enfield.gov.uk/services/children-and-education/school-admissions-and-applications/>
- A copy of the school prospectus will describe out-of-school based activities and whether the school operates an after-school or breakfast club.
- You may find it helpful to talk to other parents/carers whose children attend the same secondary school.
- Ask if your child will have an opportunity to visit/spend time at the school prior to starting in September.
- Does the school operate a 'buddy' system for those children who would benefit from a friend at break and lunchtime periods and/or

finding their way around school? What else do the school do to help children find their way around the school between lesson time?

- You may want to know about the school's behaviour policy. The school's governing body publish a policy detailing their approach to behaviour. It should include the school's approach to discipline, what types of behaviour would lead to exclusion and how the school deals with bullying.

Our aim remains to work collaboratively with parents/carers, children and young people and aim to support you throughout this process.