



# **Transferring between key phases of education**

**A Guide for parents and carers of children and young people with Education, Health and Care (EHC) plans**

This booklet has been written to help parents and carers understand current education, health and care needs processes. It describes the process for children and young people with Education, Health and Care (EHC) plans to transfer between key phases of education.

A different procedure is followed for children and young people who have an Education, Health and Care (EHC) plan to those who do not.

---

Director of Children, Young People and Family Services,  
SEND Assessment & Review Team,  
Brunswick House, Strand Close  
Beverley Road, Kingston upon Hull  
HU2 9DB

**Who can give me further advice  
about this booklet?**

⦿ ***The Local Authority has dedicated SEND Caseworkers in the SEND Assessment & Review Team who are available to discuss individual cases with you. They can be contacted on 01482 616 007.***

⦿ SEN and Disability Information, Advice and Support Service

SEN and Disability Information, Advice and Support Service (SENDIASS) is available to provide parents and carers of children and young people with special educational needs access to impartial information and guidance in relation to special educational needs procedures.

For further details you may wish to contact:

KIDS, 182 Chanterlands Avenue, Hull, HU5 4DJ

(Tel: 01482 467 540)

## Transferring between key phases of education - Education, Health and Care (EHC) plans

The Local Authority has to follow guidelines and timescales given the by Department for Education (DfE) to make sure that Education, Health and Care (EHC) plans are changed to name the school or institution that a child or young person is to attend in the September of their year of transfer.

A different procedure is followed for children and young people who have an Education, Health and Care (EHC) plan to those who do not. The Local Authority follows the statutory guidance provided in the Special Educational Needs and Disability Code of Practice 2015.






An Education, Health and Care (EHC) plan **must** be reviewed and amended in sufficient time prior to a child or young person moving between key phases of education.

This allows for planning and where necessary arranging support and provision at the new school or setting.



The review and any amendments to a child or young person's Education, Health and Care (EHC) plan **must** be completed by **15 February** in the calendar year of the transfer at the latest for transfers into or between schools.

The key transfers are:

-  early years setting to primary school;
-  infant school to junior school;
-  primary school to secondary school.

For young people moving from secondary schools to a post-16 institution or apprenticeship, the review and any amendments to a young person's Education, Health and Care (EHC) plan, including specifying the post-16 provision and naming the institution, **must** be completed by **31 March** in the calendar year of transfer.

### **Children transferring from an early years setting to primary school**

- Children transferring from an early years setting to school are sometimes referred to as 'rising 5s' or 'first admissions'. These are children starting school for the first time.
- At the beginning of the autumn term in the year before your child is due to start Reception you will receive a letter from the Local Authority's SEND Assessment & Review Team asking for your preferences of school for your child. We will advise you where you can find information about the schools that are available for your child to attend.
- It is important that you let us know your preferences of school for your child by the half term of the autumn term.

- If we do not receive a preference we will look to provide a place at the school nearest to your home address.
- The Local Authority will also ask your child's early years setting to arrange an Annual Review of their Education, Health and Care (EHC) plan before the half term of the autumn term.



- This review will consider your child's progress and whether the Education, Health and Care (EHC) plan accurately reflects their needs, and the support they require.
- You will be invited to this review meeting by your child's setting. The setting will also invite any professionals and services involved in supporting your child.

## **Children transferring from primary school to secondary school**

- Children transferring from primary school to secondary school are sometimes referred to as 'secondary transfers' or 'phase transfers'.
- Children normally transfer to secondary school at the end of Year 6.
- At the beginning of the autumn term in which your child starts Year 6 you will receive a letter from the Local Authority's SEND Assessment & Review Team asking for your preferences of secondary school for your child. We will advise you where you can find information about the schools that are available for your child to attend.
- It is important that you let us know your preference of school for your child by the half term of the autumn term.
- If we do not receive a preference we will look to provide a place at the school nearest to your home address.
- The Local Authority will also ask your child's primary school to arrange an Annual Review of their Education, Health and Care (EHC) plan before the half term of the autumn term of Year 6.



- This review will consider your child's progress and whether the Education, Health and Care (EHC) plan accurately reflects their needs, and the support they require.
- You will be invited to this review meeting by your child's school. The school will also invite any professionals and services involved in supporting your child.

### **Young people transferring from secondary school to a post-16 institution**

- The Local Authority will ask schools to arrange an Annual Review of a young person's Education, Health and Care (EHC) plan before the end of the autumn term of Year 11.
- This review will consider the young person's progress and whether the Education, Health and Care (EHC) plan accurately reflects their needs, and the support they require.



- You will be invited to this review meeting by the school. The school will also invite any professionals and services involved in supporting the young person.

It is important that young people express a preference for the post-16 institution or the type of institution they would like to attend through the annual review.



## Amending Education, Health and Care (EHC) plans for children and young people

When the Local Authority receives the annual review report from the child or young person's school or setting, we will consider whether any changes are needed to their Education, Health and Care (EHC) plan.

We will also consider your preferences of schools and young people's preferences for post-16 institutions.

If you have expressed a preference for a special school it would be helpful if you would also express a preference for a mainstream school in the event that it is not possible to agree to a place at your preferred special school.



If your first preference is for a special school placement, this will be considered in light of the evidence available.

The Local Authority will send you a 'Notice of Amendment' which will indicate the changes that the Authority proposes to make to your child's Education, Health and Care (EHC) plan. If your child's Education, Health and Care (EHC) plan has been issued recently there may not be any changes needed, however each child's circumstances may be different.



You will have at least 15 days to comment and make representations on the proposed changes.

At this stage, Section I of the Education, Health and Care (EHC) plan will not name the school or post-16 placement that your child will be transferring to.

The Local Authority must consult schools and post-16 institutions before naming them in Education, Health and Care (EHC) plans.

This consultation takes place during the second half of the autumn term and early spring term for children starting school for the first time, and for children transferring from primary school to secondary school.

The consultation takes place during the spring term for young people transferring to a post-16 institution.



## What happens next?



- ✎ Any responses received through the consultation are considered by the Local Authority and decisions are taken about the schools or post-16 institutions to be named in a child or young person's Education, Health and Care (EHC) plan.
- ✎ You will be notified of the school to be named in your child's EHC plan by 15 February in the year of transfer for children starting school for the first time or transferring from primary school to secondary school.
- ✎ You will be notified of the post-16 institution, or the type of institution, to be named in the EHC plan by 31 March for young people transferring to post-16 institutions.
- ✎ An Amended Final Education, Health and Care (EHC) plan will be sent to you naming the school or institution in Section I of the plan.
- ✎ When you receive the Amended Final Education, Health and Care (EHC) plan, if you disagree with Section B, Section F or Section I you can appeal to the Special Educational Needs and Disability Tribunal (SENDIST).
- ✎ The Tribunal can hold a hearing to decide what should be in these Sections of the EHC plan mentioned in the previous paragraph. You have to lodge an appeal to the SEN and Disability Tribunal within two months of receiving the Amended Final EHC plan.
- ✎ Parents and young people who wish to make an appeal to the Tribunal are required to contact an independent mediation adviser in most cases to discuss whether mediation might be a suitable way of resolving a disagreement. This service is independent of the Local Authority and free to access.
- ✎ Further details about mediation and the Tribunal appeal process will be sent to you in due course.
- ✎ The SEND Assessment & Review Team will be happy to discuss this procedure with you or answer any questions you may have. The Team can be contacted on 01482 616007 or by email at: [send@hullcc.gov.uk](mailto:send@hullcc.gov.uk)

## Home to school transport

- It is important to note that if you express a preference for a place at a primary school or secondary school which is not the school nearest to your home address, home-to-school transport will only be considered if your child would have been entitled to transport to their local mainstream secondary school because, for example, of a hearing or visual impairment, or a physical difficulty. The Local Authority will not agree home-to-school transport under any other circumstances. If your child/young person has been allocated a special school as part of this process an application form will be sent to you in order for home to school transport to be requested and then considered.

## Post-16 transport

- To be considered for post-16 transport, applications should be made on the appropriate form, which is sent out in the summer term. A contribution towards the cost of transport will be required.
- Students are normally expected to go to the nearest provider offering the course chosen. If you request transport to a provider outside Hull, you will need to give specific reasons why this is required to meet the young person's needs.
- Transport offer one pick up time each morning and the Authority will not provide transport outside these times under any circumstances.
- For further information or to request an application form, please call Connexions on 01482 331 000.

**CHILDREN WITH SPECIAL EDUCATIONAL NEEDS  
EDUCATION, HEALTH AND CARE (EHC) PLANS**

Kingston upon Hull City Council is committed to providing excellent services to the public. The Children and Family Services Directorate would be glad to know if you found this booklet helpful. Please complete the following questions, cut this slip out and return it to the address below.

*Please circle as appropriate*

Did you find the guide:	Very Good				Poor
Clearly written?	1	2	3	4	5
Easy to understand, without too much jargon?	1	2	3	4	5
Contained the information you wanted?	1	2	3	4	5
Gave a better understanding of the statementing process?	1	2	3	4	5
Overall, did you find the booklet helpful?	1	2	3	4	5

If you feel there are any issues not covered in the booklet which you think should be included in future, or you have any other suggestions for improving the booklet, please write your comments overleaf.

Are you responding as a parent, governor, employee, other (please specify)?

Thank you for your help.

Please return to:

SEND Assessment & Review Team  
Children, Young People and Family Services  
Kingston upon Hull City Council  
Brunswick House  
Strand Close, Beverley Road  
Kingston upon Hull  
HU2 9DB

## COMMENTS