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## **Primary Transfers for Pupils with an Education Health and Care Plan (EHCP)**

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**YOUR CHILD'S MOVE TO  
PRIMARY SCHOOL IN 2020**

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## Introduction and background

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Leaving Nursery for 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 Plan (EHCP). This guidance outlines the arrangements for the transfer of Lambeth pupils with an EHCP from nursery to primary school. Your child's school will issue you with "**A brief Guide to Primary Schools in Lambeth 2020/21**" booklet which provides information about Lambeth's mainstream and special primary schools in Lambeth.

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 with the decision of choosing a primary school we recommend visiting schools that interest you and your child. The "**A brief Guide to Primary Schools in Lambeth 2020/21**" booklet provides dates of school Open Days – which normally take place in September and early October.

If you have not been given a copy please contact your SEND Support Team to request a copy. This is also available online at [www.lambeth.gov.uk/eadmissions](http://www.lambeth.gov.uk/eadmissions) or at Libraries in Lambeth.

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 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 Primary School Application Form '**Application to primary school 2019 for pupils with an Education Health Care Plan (EHCP)**' is available on line at [www.lambeth.gov.uk/send-local-offer/education/choosing-and-applying-for-a-school-for-a-child-with-an-ehcp](http://www.lambeth.gov.uk/send-local-offer/education/choosing-and-applying-for-a-school-for-a-child-with-an-ehcp).

The closing date for applications is **Monday 30<sup>th</sup> September 2019**.

## ***Nursery Transitional Review***

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Schools will hold 6 monthly review of the pupil's EHCP to discuss primary transfer issues during the final year in nursery. 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 at least 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 it may be necessary to amend the EHCP to reflect newly identified needs and provision.

The final review at nursery 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 primary school would be most appropriate to meet your child's needs.

## ***Following the Transitional Review:***

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- 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 review report, to consult with your preferred primary schools.
- Once allocated, the SEN Team will send to your child's new primary school a copy of the finalised amended EHCP, setting out the level of support your child should receive.

## ***Making a decision about which primary school will be named***

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Most pupils' special educational needs can be met equally well in any Lambeth maintained primary schools. Lambeth therefore urges parents to give very careful consideration to their local mainstream primary 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 [www.lambeth.gov.uk/send-local-offer](http://www.lambeth.gov.uk/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 is able to 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

***What if my child currently attends a special school?*** children in their final year at special nursery/children's centre will have a review to plan for primary transfer and determine whether their needs can best be met in a mainstream or special school.

### **Can I express a preference for a special school?**

Yes. You can express a preference for a maintained 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 Panel and you will be invited to submit evidence to support your request.

**Are the arrangements different for special schools?**

No. Parents/Carers are able to 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.

**Do academies have to take children with EHCPs?**

Yes, provided that three conditions set out above are met.

***When do I choose a Primary School?*** Parent/Carers are encouraged to start thinking about primary schools in year before they are due to leave nursery and discuss possible choices at the review held during that year.

**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 primary school placement.

**Can I choose any school?**

As a parent/carer you are entitled to express a preference for a maintained 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.

**Can I choose an Independent school?**

Parents can make representation for an independent specialist school. The LA has a duty to ensure that its pupils are educated within local provision.

**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 from nursery to primary school. A copy can be obtained from the Civic Centre, 6 Brixton Hill, London SW2 1EG Lambeth website [www.lambeth.gov.uk](http://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 has a duty to 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

If the LA does not agree to name your preferred school you are able to meet with your named officer to discuss why the LA has not named the school of your choice. You will also be given the opportunity to consider identifying another school(s).

### **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 are able to 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](mailto:lambethiass@lambeth.gov.uk) [parentpartnership@lambeth.gov.uk](mailto:parentpartnership@lambeth.gov.uk), who provide 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](mailto:transport@lambeth.gov.uk)).

### **Parents should be aware however, that:**

Transport assistance does not extend to the parents 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 Primary Transfer

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Application form completed and returned by parents stating choice of schools.

**Sept/Oct 2019**

LA to consult with maintained schools identified by parents

**Nov/Dec2019**

LA to complete consultation with maintained schools identified by parents.  
Primary placement offers received.

**Jan/Feb 2020**

Final EHCP issued naming Primary School