



1st August 2018

Dear Parent/Carer

**Re: Application to secondary school 2019 for pupils with
Education Health Care Plans (EHCPs)**

Secondary Transfer 2019

If your child will be in Year 6 next term, he or she will be moving on to secondary school in September 2019.

If your child has had an EHCP for a year or more they should have had their Year 5 Transitional review, where the secondary school placement options were discussed and any necessary amendments to the EHCP were made. If for some reason this did not take place or you have yet to receive a response following the Year 5 Transitional review please contact the Special Educational Needs Services.

Information is now available to assist you through the secondary transfer process and can be accessed at www.lambeth.gov.uk/send-local-offer/education. Lambeth are seeking your views now to try and ensure that your child has every opportunity to receive one of the choices you indicate on your application.

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 on the Identification and Assessment of 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

As we have a duty to secure suitable maintained provision - be aware that in some circumstances we will also refer to schools other than the preferences you have given. However, we will always let you know when we do this and reasons for doing so.

Enclosed for your reference is an information booklet – 'Your Child's Move to Secondary School in 2019' which we hope you will find helpful and able to answer any questions you may have about this process; please read this carefully. If you do have any further questions please contact the Special Educational Needs Team at the contact details below.



A 'Specialist Education Provision in Lambeth' booklet will be available from your school as of September 2018, which provides information about Lambeth's special schools.

Applying online

The application form can be accessed at www.lambeth.gov.uk/send-local-offer/education/choosing-and-applying-for-a-school-for-a-child-with-an-echp.

The closing date for applications is 30th September 2018.

There will be a very limited amount of paper applications available, however these are only for families who cannot access the internet. If you want a paper form posted to you, please contact the SEN Team on 020 7926 9460/7754.

Paper applications must be posted to the following address:

Lambeth Special Educational Needs Services, London Borough of Lambeth, PO Box 734, Winchester, S023 5DG.

Yours sincerely,

A handwritten signature in black ink, appearing to read "M. Etienne-Joseph".

Maureen Etienne-Joseph
Principal Management and Monitoring Officer
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