
YOUR CHILD'S MOVE TO SECONDARY SCHOOL IN 2018

Secondary Transfer for Pupils
with a Statement of Special
Educational Needs (SEN) or
Education Health Care Plans (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 a statement of Special Educational Needs (SEN)/EHCP. This guidance outlines the arrangements for the transfer of Lambeth

pupils with a statement of SEN/EHCP from primary to secondary school. Your child's school will issue you with a "**Secondary Schools in Lambeth 2018/19**" booklet which provides information about Lambeth's mainstream and special secondary schools in Lambeth. 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.

Parents/carers of pupils with a Statement/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.*

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. The "**Secondary Schools in Lambeth 2018/19**" booklet provides dates of school Open Days – which normally take place in September and early October.

Accompanying this guidance is a '**Specialist Education Provision in Lambeth 2016/17**' booklet which is also available online at www.lambeth.gov.uk/file/cyp-specialist-schools-in-lambethpdf and an '**Application to secondary school 2018 for pupils with statements of Special Educational Needs (SEN)/EHCP**' form to indicate a preference for a secondary school. This should be returned by **Friday the 13th October 2017** to: **Special Education Needs (SEN) Service, 10th Floor International House, Canterbury Crescent, Brixton London, SW9 7QE**

Schools will hold an annual review of the pupil's Statement of SEN/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 Statement of SEN/EHCP and assess the pupil's progress. The review will consider whether it may be necessary to amend the Statement of SEN/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.

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 statement/EHCP.
- If amended, the proposed amended statement/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 finalised amended statement/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 www.younglambeth.org 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. The "**Secondary Schools in Lambeth 2018/19**" booklet will have details of open days/ evenings for each school.

Frequently Asked Questions

What if my child currently attends a special school? Year 6 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.

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 Statements/EHCPs? Yes, provided that three conditions set out above are met.

When do I choose a Secondary School? Parent/Carers are encouraged to start thinking about secondary schools in Year 5 and discuss possible choices at the annual review held during that year.

Do I still fill in a Common Admissions Form? No. As your child has a statement/EHCP the SEN Team is solely responsible for securing your child's secondary school placement. Please do not fill in any admission forms other than the Blue form included.

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 Part IV of a pupil's Statement of SEN/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. However, the LA is not obliged to consult with an independent specialist or mainstream school. The LA has a duty to ensure that its pupils are educated within local provision.

How can my child be involved? Your child may have their own 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.

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 Brixton Customer Centre, Olive Morris House 18 Brixton Hill, London SW2 1RD 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 has a duty to name that school in the statement/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 statement of Special Educational Needs/EHCP? If you disagree with the school that has been named in your child's statement/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 (formally Parent Partnership Service) on 020 7926 9805 or email: lambethiass@lambeth.gov.uk 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).

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 Secondary Transfer

