Version 2: May 2023
Review due: May 2024

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Moving to secondary schools
Timeline of key activities for transfer of children with EHC plans

Year 4 and 5

Joint planning with parents and school to support process of choosing a suitable secondary school, including arranging visits to different secondary schools and consideration of the additional help that may be required in a secondary school.

Year 5 Summer Term

LA sends **school preference form** to parents asking to list three secondary schools in order of preference.

Information about local secondary schools can be found on the Croydon SEND Local Offer or as part of the LA Secondary School Admission online directory*. This directory has dates of open days and evenings organised at the start of each Autumn term. The SENCO at your child's school can help you to arrange visits too.
You can also look on each school's website to find out about their SEND Provision and other features of the school.

Year 5 No later than 30th September 2021

Deadline to return school preference form

If parents are not able to meet this deadline they should notify the SEND Service to seek further advice and support.

Year 6 Autumn

LA contacts schools listed on the school preference form.

Placement decisions are made with due regard for parental preference and consideration of whether the school can provide a suitable education which is compatible with efficient use of resources and education of others.

No later 15th February (Year 6)

Amended EHC plan issued naming secondary school

Parents have the right to appeal if they do not agree with the school named.

Year 6 Summer Term

Joint review meeting with staff from new secondary school to discuss what has worked well and other actions to enable successful transition to Year 7, including agreement on EHC outcomes at the end of KS3 (Year 9) and the support required to support progress towards these outcomes.

Enhanced transition arrangements might include additional visits to the secondary school, familiarisation with the school building and routines, a photo pack of key staff and daily events and/or practising the journey to and from school.

Travel assistance to and from school.
Children with EHC Plans do not automatically qualify for travel assistance. Once a secondary school has been named you can apply for travel assistance. Each request is considered on an individual basis based on eligibility criteria.

*The LA SEND Service manage the secondary transfer process for children with EHC plans. Parents do not have to complete the general online secondary school application form.