**Special Educational Needs and Disabilities (SEND) School Application process**

**C**hildren with an Education Health and Care Plan (EHCP), can be appropriately supported in mainstream schools. However, if your child has more complex needs it may have been agreed that they require a place at a special school or a mainstream school with a specialist centre.

The [**SEND Admissions arrangements for children and young people with an EHCP**](https://www.surreycc.gov.uk/schools-and-learning/schools/admissions/child-with-a-ehcp/guidance) have been revised. These changes will apply to those children and young people who will transfer to Reception, Year 3\*, Year 7 and Year 12 in September 2023 and September 2024. The arrangements have been updated in response to feedback from families, schools and other key stakeholders who asked for the process to be simplified.

\*When transitioning from infant school to junior school.

**Key deadlines for confirmation of placement or types of provision**

| **Transition Group** | **Deadline** |
| --- | --- |
| Nursery Year to Reception, Year 2 to Year 3\*, Year 6 to Year 7 | 15 February 2023 |
| Year 11 to Year 12 | 31 March 2023 |

\*When transitioning from infant school to junior school.

## SEND School Age Admissions Process

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| --- | --- |
| Transition Phase | PHASE |
| Pre-school to Infants/Primary | EYFS- KS1/2 |
| Infant to Juniors | KS1 -KS2 |
| Junior/Primary to Secondary | KS2 – KS3 |
| Secondary to Post 16 | KS4 – KS5 |

If your child is currently in Year 2 in an ‘all through’ primary school, then this process does not apply, and your child will remain at their current school unless a change of placement has been agreed following the most recent annual review.

If your child is in Year 6 and in an ‘all through’ school, your child has the option to remain in their current school unless a change of placement is agreed at the annual review.

### **Transition to new school placement**

The process for transition requires you to discuss your aspirations for your child at their annual review and to also consider how your child's needs would be best met at the next key stage of their education. The transition review often happens alongside the annual review with your child's current education setting arranging this. Ideally this process is required to begin 24 – 28 months prior to transition.

### **School Placement Information**

The majority of children with EHCPs are educated in mainstream schools in Kent. As part of this process, you can identify the nearest school for your child to attend. Kent is committed to young people attending their local school and being part of their local community.

### **Specialist Provision**

For a small number of children and young people with more complex need, more specialist provision may better meet their needs and the type of specialist provision should be discussed at the transition review.

### **Moving into Kent**

When you move, your child's EHCP (along with all other documents relevant to your child's SEND, for example your child's individual education plan) will be transferred to us from the local education authority where you live. Kent County Council is then responsible for making sure your child receives the support outlined in the EHCP. Kent County Council will have six weeks to decide whether to review the EHCP and/or make any new assessment. It may be that the move means your child is now too far away from the school named in the EHCP to attend it and we will need to name a new school. In this instance, Kent County Council may place your child temporarily, to allow enough time for you to visit schools and discuss your options.

Kent County Council will always consult with you over changes to your child's EHCP and you can express a preference for a school.

### **Further details regarding transition timelines for children with an EHCP**

|  |  |  |
| --- | --- | --- |
| **Transfer from Early Years to Primary:** | | |
| **Key events Event/Action** | | **Responsible** |
| Term 1 of the academic year **prior to transferring to primary**  September – October | Parents and professionals to discuss appropriate mainstream primary settings from what is locally available. | * Setting SENDCO, * STLS (where required) * Parents/carers * Health (where required). |
| Term 1 & 2  September – December | Setting SENDCO to support parents to have individual conversation with the primary SENDCO/transition lead in addition to attending school open day to understand how they can support the needs of the child  Application window opens for all parents to submit their formal application for a mainstream primary placement  **Districts to agree common transition dates and events** | * Setting SENDCO, * Parents/carers * STLS * Schools * EY Settings |
| Term 3  January – February | Application window closes for all parents to submit their formal application for a mainstream primary placement | * Parents/carers |
| Terms 4 & 5  March - May | Relevant information including targeted/personalised plans with the receiving school  Parents and all relevant professionals meet to prepare a bespoke transition plan once school place is confirmed and accepted | * Setting SENDCO, * STLS (where required) * Parents/carers * Health (where required). |
| Term 6  June - July | Setting SENDCOs/Key Person/Transition leads & Primary SENDCO to support with further visits to primary settings if required.  If the child has an EHCP arrange to meet with parents and professionals to share key information.  Consider requesting an early Annual Review depending on the timescales involved | * Setting SENDCO, * STLS (where required) * Parents/carers * Health (where required). |
| **Transfer from Primary to Secondary:** | | |
| **Date** | **Event/Action** | **Responsible** |
| Year 4  Term 5 and Term 6  May – July  (This to be completed Year 5 Term 1 and Term 2 for academic year 2022/23) | Parents, school and other professionals (if appropriate) to discuss secondary settings from what is locally available. | * Primary SENDCO, * STLS (where required) * Parents/carers * Health (where required). |
| Year 5  Term 1 and Term 2  September – December | Parents to arrange visits and/or introductory meetings with secondary SENDCO and/or transition lead.  Primary SENDCO can support parents to have individual conversation with the secondary SENDCO/transition lead in addition to attending school open evening to understand how they can support the needs of the child  Application window opens for all parents to submit their formal application for secondary school.  **Districts to agree common transition dates and events** | * Parents/carers * STLS (where support is required) and parents/carers. * Secondary school * Primary SENCO/FLO to support where necessary * STLS * Primary Schools * Secondary Schools |
| Year 5  Terms 1 to Terms 6  September – July  Year 5  Term 6  June - July | When Annual Reviews are due throughout the academic year, this should include conversations about appropriate secondary schools and be recorded in the Annual Review paperwork.  All Annual Review paperwork could state the preferred secondary school where parents have already expressed a preference.  SENCOs/FLOs/Transition leads can support with further visits to secondary settings if required  **Primary schools will receive a form to be distributed to parents for parents to indicate their preference.** | * Primary SENCO * STLS * Parents * Secondary SENCO/Transition leads * Primary school |
| Year 6  Term 1  September | **Form to be completed and returned to KCC by the date indicated on the form.** | * Parents/carers |
| Year 6  Term 2  By February 15th  2023 | Local Authority to allocate all children with an EHCP a secondary school placement. | * KCC SEND |
| Year 6  Term 3 and 4  March - April | Primary and Secondary SENDCO to formalise transition arrangements | * Primary SENDCO * Secondary SENDCO/transition lead * Other professionals where appropriate |
| Year 6  Term 5 and Term 6  May - July | Transition programme to be effectively delivered in accordance with the transition charter.  Transfer of files (SEND and Safeguarding). | * Primary SENDCO * Primary DSL * Secondary SENCO/transition lead * Secondary DSL * Other professionals where appropriate |
| Year 7  Term 1 and Term 2  September - October | On-going transition programme to ensure all children settle into placements successfully. | * Secondary SENDCO and transition lead * Other professionals where appropriate |
| **Transfer from Secondary to Further Education:** | | |
| **Date** | **Event/Action** | **Responsible** |
| Year 10  Term 1 and Term 2  September – December | Parents, school and other professionals (if appropriate) to discuss FE and post 16 settings, apprenticeships and/or Supported Employment from what is locally available during annual review. | * Secondary SENDCO * STLS (where schools require support) * Supported Employment * Secondary Careers Lead. |
| Year 10  Terms 1 – 6  September – July. | Secondary SENDCO and Post 16 setting to arrange a tour and introductory meetings with Post 16 SENDCO and/or transition lead. | * Secondary SENDCO * STLS (where schools require support). * Parents/carers * Transition lead/SENDCO at post 16 setting |
| Year 10  Term 5 and Term 6  May – July | Secondary SENDCO to invite Post 16 SENDCO and/or transition lead to EHCP annual review.  Secondary SENDCO and Post 16 settings to organise further visits to preferred setting  **Secondary schools will receive a form to be distributed to parents for parents to indicate a preference for a post 16 setting.**  **Forms to be returned to KCC by the date indicated on the form** | * Secondary SENDCO * STLS (where schools require support). * Parents/carers. * **Secondary School** * **Parents/carers** |
| Year 11  Term 2  By 31st March 2023 | Local Authority to allocate all YP requiring a specialist placement.  Bespoke and differentiated transition plan in accordance with transition charter. | * Post 16 SENDCO or transition leader |
| Year 11  Term 3 and 4 | Agreement of bespoke, differentiated transition plan to support the YP. | * Post 16 SENDCO and/or transition lead * Secondary SENDCO |
| Year 11  Term 5 and Term 6 | Transition programme to be effectively delivered in accordance with the transition charter.  Transfer of information to be agreed (SEND and Safeguarding) | * Secondary DSL * Secondary SENDCO * Post 16 SENDCO and/or transition lead * Other professionals where appropriate. |
| Year 12  Term 1 and Term 2 | On-going transition programme to ensure all YP settle into placements successfully. | * Post 16 SENDCO and/or transition lead |