

Education Health Care Plan (EHCP) Phase Transfer school applications for Nursery, Infant, Junior and Primary school. Information for parents and carers.



London Borough
of Hounslow

For transfer to the next school, applications for children with Final or a Draft Education Health and Care Plans (EHCP) are made by Hounslow's Special Educational Needs Team. This is in line with the Children and Families Act 2014.

What do I need to do?

1. Discuss schools available for your child with their current school.
2. Tell us your preference using the form sent with phase transfer letter.
3. You can send your school preference form via email, scan or photograph the form and email to sen@hounslow.gov.uk or using the Officer name and email address on the letter as soon as you receive this.



Where else can I get help?

1. Visit our Local Offer website for more information and guidance: hounslow.gov.uk/send-local-offer
2. Drop in to one of our SEND Surgeries, no appointment required, to speak with the SEND team and other professionals: <https://beta.hounslow.gov.uk/send-local-offer-information-advice-support/send-surgeries-lets-talk-send>
3. Speak to Hounslow's SEND Information, Advice and Support Service (SENDIASS) on 020 8583 2607 or email at SENDIASS@hounslow.gov.uk This service is free to parents/carers of children with special educational needs (SEN) or a disability.
4. You may want to seek support from the Hounslow Parent Carers Forum, which can help signpost to other services and offer places to interact with other parents and carers at monthly coffee mornings/afternoon and at forum meetings. Please see their website for more details: www.hounslowpcf.co.uk

Stages

Stage 1 – Nursery to Reception, Year 1 (Infant School only) and Year 5 Annual Review

What happens at each stage?

You will have discussed your child's move to their next education phase as part of their Nursery to Reception class, Year 1 (Infant School only) and Year 5 Annual Review. We will use the information from the annual review meeting to update your child's EHCP.

<p>Stage 2 – Requesting a school.</p> <p>Summer term</p>	<p>You are invited to tell us which schools you would like us to consult for your child for September. You can do this by returning the enclosed form with the phase transfer letter or emailing your child’s Officer.</p>
<p>Stage 3 – Consultation with the next school</p> <p>Autumn Term</p>	<p>Hounslow’s Learning Support and Assessment Service will use your child’s most recent EHCP and annual review reports to consult with your preferred schools and any other schools that the local authority considers suitable. This will start at the end of September and we will aim to keep you updated on the responses.</p>
<p>Stage 4 – Naming the school for September</p> <p>15 February</p>	<p>You will receive your child’s Final EHCP naming their next school, by 15th February of their last year at their current school before starting their next school in September.</p>

Frequently Asked Questions About School Transfer

1. How do I choose a school that seems best for my child?

Unless your child’s needs have changed, he or she will usually attend the same type of school that they currently attend (mainstream, Centre in mainstream or special).

We recommend starting with the closest appropriate school to your home. This will support your child to maintain contact with their friends and develop their independence as they progress.

Every school has a **SEN Information Report** as well as their ‘SEN policies’ on their website, which explains how they support children with special educational needs. Please look over this carefully for more information on the school. You may also want to do the following:

- Look at the school’s OfSTED report available at: www.OfSTED.gov.uk
- Talk to other parents or older children about their experiences. Teachers, the school SENCO or the professionals who work with your child may also be able to tell you more.

2. What happens if you do not have a preference?

We will make one or more applications for your child to schools that the local authority considers appropriate and will keep you informed.

3. What questions should I ask the SENCO?

- How many children are there in each class? How many staff - Teachers, TAs?
- How is progress measured and how frequently? Who tracks this? How do children with SEND progress in your school?
- What induction package do you offer for children with SEND?
- How do you involve parents in monitoring and planning for children with SEND? What support do you offer families?

- What experience do you have working with and supporting children with specific needs? What training do your staff have?
- How much time is spent in the classroom vs. removal for group or 1:1 session? Who provides extra support for children with SEND?
- How would you ensure that my child has access to the National Curriculum and also appropriate differentiation?
- What support do you get from outside agencies? How do you deliver/ follow through the advice/ interventions from these professionals?
- How does your school promote inclusion?

4. How many schools can I select for my child's transfer?

Hounslow Special Educational Needs Team asks parents and carers to choose a school for their child. We ask for three choices; we will aim to name one of your preferences. However, if there are circumstances where this is not possible, we will talk to you about this. There may be occasions the LA has to consult more schools, this is to ensure that we secure a school place for your child for September. Your Officer will keep you updated on the responses.

5. Can I select a school located outside of Hounslow for my child?

You can choose an out of borough mainstream maintained school, in this instance we will also consult Hounslow maintained schools for a place. We will also need to consult with the local authority the school is based in.

6. Can I select an independent school?

Yes, however, you need to be aware that we will always try to place children in Hounslow maintained provisions. We can consult independent schools; however, it is important for you to know that we also will consult with schools that we consider are appropriate to meet your child's special educational needs. Whilst we have a duty to consult with your preferred education provider, we do not have a duty to name all settings. When making the final decision, we consider all the consultation responses: the suitability and availability of places, the distance from your home and the additional costs of making the placement which may include fees, provision and travel costs.

7. What if a school says they cannot meet my child's needs?

Hounslow is continuing to work with our local schools to ensure they can support the special educational needs of all children and young people. All schools are expected to work with you and your child to make reasonable adjustments to meet your young person's needs. We will work with schools where they have any concerns in meeting your child's special educational needs.

8. Do I go through the usual online admissions process if my child has an EHCP?

No. If your child has an EHCP, then the Learning Support and Assessment Service will manage the whole process for phase transfer. You are not required to apply for a school place through the school admissions application route.

9. Will my child receive transport to and from their school?

Support with school travel assistance (home to school transport) is the exception, not the norm, for statutory school aged children (assistance is not provided to children attending nursery).

Having an EHCP does not automatically mean that a child / young person is eligible for travel assistance or arranged transport.

Information on the local authority [Travel Assistance Policies](#) set out the arrangements for meeting our statutory duty for eligible children and young people.

Please note that when parents/carers express a school placement of their choice, you must consider:

- 1) Is there a place available at a nearer school?
- 2) Would providing transport/assistance be an inefficient use of public resources?

If the answer to either of these two points is 'yes', the Special Educational Needs Team can legally finalise a plan stating that the Council believes that needs can be met at (X school), parent's preference is (Y School), the Council is naming Y school on the understanding that parent/carer are providing transport to/from school.

10. When will I find out which school my child has been allocated?

Children with an EHCP will find out which school they have been allocated by 15 February in the year of their move to their next school for September.

Children without EHCP will receive the information at the beginning of March.