## **EHCP Professional Phase Transfer Process**



For all children and young people who are pre-school age or are in Years 2 and 6: the Local Authority have a statutory duty to name placements in an appropriate setting.

We follow this process asking all parents/carers to give us their preferred choices of settings they wish us to consult with.

For all requests we endeavour to secure placement in one of the preferred choices and where this is not possible there will be communication with all involved during the process.

Following Year 1 and Year 5 annual reviews, EHC plans to be finalised by the 31 August.

EHC Service to create list of all children/young people in a phase transfer year in September of the transfer year. EHC Service Lead to create Excel document for tracking purposes

Invite parents/carers to submit their choices of schools to SEND Services by 15 August. If only one school preference, or only special school preferences, expressed then EHC Services will contact parents to encourage them to consider further school options

EHC Service to add choices to Excel Document and update system

EHC Service to produce list of EHC review due dates for schools/settings in September of phase transfer year (early years/years 2, 6 and 11)

Schools to inform EHC Service of proposed review dates – these should be scheduled for the November of phase transfer year.

Review paperwork, including any proposed amendments to the EHC plan to be returned to EHC Service within 2 weeks of review date.

Proposed Amended EHC Plan to be issued to parents and current school within 4 weeks of receipt of paperwork.

EHC Service to consult with all school choices

(EHCP and other relevant paperwork sent, including proposed amended from November review)

Consultation/liaison meetings with primary/secondary schools held to discuss pending placements and share additional information if required

## **Specialist Provision Requested:**

EHC Review Officers to add to Specialist Provision Consultation Forum (November)

Senior EHC Review Officer to share paperwork with Specialist Provisions

## Mainstream Requested:

Schools to respond by 30 November

EHC Service to update system and Excel document

Specialist Provisions to notify of final decision by end of December

For children/young people with no confirmed placement

For children/young people with confirmed placement

Children/young
people with no
confirmed
placement: discuss
in January
Specialist Provision
Consultation Forum

Children/young
people with
confirmed
placement: EHC
Review Officers to
name on EHCP and
update system

Secondary Placement
Meeting with Head of
SEND, EHC Service Lead
and all Secondary
Schools to discuss
those with no
confirmed place

EHC Review Officers to name new school/ setting on plan

Children/young people in a phase transfer year, with plans issued after October of the phase transfer year

Children/young people in a phase transfer year have school/setting named on plan and are notified by 15 February with EHCP sent to home address/email