

Phase Transfer process for entry into Year R in an Infant or Primary School

Key Dates	Activity for Early Years to Reception	Activity	Who is Responsible?
Term 1 of the academic year prior to transfer to Infant or Primary Sep to Oct 2023	Conversations start between the parent, and other professionals (within the annual or transition review) for the most appropriate school for those pupils moving into Year R		Setting to facilitate, EY STLS to attend if invited
Term 1 & 2 Sep to Dec 2023	Opportunities for parents and young people to attend open days, meet the SENCO, transition lead, FLO EY setting supports the parent to have individual conversations with the infant or primary schools. EY setting may be able to attend school open days with the parent to understand how they can support the needs of the child	<ul style="list-style-type: none"> • Stay and Play sessions • Open Days 	Setting and School to collaborate
Term 1 & 2 Sep to Dec 2023	Application window opens for all parents to submit their formal application for a school placement		Local Authority
Term 6 By 21 Jul 2023	All annual or transition reviews for Nursery/pupils in EY Provision must be completed by schools and relevant paperwork returned to the LA	EY STLS to complete reviews, in conjunction with settings, during their final visits.	Setting STLS
Term 6 08 Jun 2023	Parent email is sent out by the LA, requesting school preference for their child. Communication includes detailed		Local Authority

Key Dates	Activity for Early Years to Reception	Activity	Who is Responsible?
	process guidance and important information		
Term 3 Jan to Feb 2024	Application window closes for all parents to submit their formal application for a school placement		Parents Setting to support as appropriate
Term 6 17 Jul 2023	Parent deadline for returning their school preference to LA		Parents
Term 1 By 11 Sep 2023	LA SEN Teams formally consult with schools for phase transfer parental preferences		Local Authority Schools
Term 2 Nov to Dec 2023	Admissions decision-making meetings held between schools and LA staff	STLS reports available as appropriate to inform decision-making process	Local Authority Schools
Term 2 11 Dec 2023	School deadline for their response to LAs consultation on parental preference		School
Term 3 31 Jan 2024	Amended final EHC plans naming the school for September 2024 are sent to parents and schools by LA		Local Authority
Half term 15 Feb 2024	National statutory deadline for naming school placements on the child's EHC plans for those in phase transfer		Local Authority
Term 4, 5 & 6 Mar to Jul 2024	Departing & receiving settings, with parents, formulate arrangements to support the child with their transition to the new school, this can include extra	<ul style="list-style-type: none"> Enhanced transition with EY Inclusion Support 	Setting Parents STLS

Key Dates	Activity for Early Years to Reception	Activity	Who is Responsible?
	visits or targeted personalised plans	Assistant <ul style="list-style-type: none"> • Transition days at MIDAS when settings are able to discuss pupils with school's SENCo • STLS transition resource pack for settings • Transition focused Surgeries • SEN forums for settings to share good practice and knowledge • Training available at MIDAS with a focus on supporting transition (Stage not Age) • Identified schools access an increased level of support • Liaise with SENIF practitioners 	
Terms 1 & 2 in new setting Sep to Dec 2024	Ongoing transition arrangements to ensure the child settles into their placement successfully	<ul style="list-style-type: none"> • Enhanced transition with EY Inclusion Support Assistant • Enhanced transition in collaboration with Swale 	STLS

Key Dates	Activity for Early Years to Reception	Activity	Who is Responsible?
		<p>Specialist Nursery</p> <ul style="list-style-type: none"> • Allocated member STLS, to work with both settings and schools, to support transition for complex cases • School age parental consent is obtained, whilst the pupil still attends the setting, to ensure that ongoing support from STLS is available when they transfer to school • Pupil's cases with STLS remain open for two terms, following their transition, thereby enabling schools to contact STLS for prompt support without necessarily re-referring through the LIFT process. • STLS, in conjunction with KEPs and IA, to conduct visits to schools that an 	

Key Dates	Activity for Early Years to Reception	Activity	Who is Responsible?
		identified significant level of need.	

Phase Transfer process for Infant to Junior School, and Junior or Primary to Secondary School

Key Dates	Activity for Year 2 and Year 6 Transfers	Activity	Who is Responsible?
<i>Infant to Junior:</i> Year 1, Terms 5 & 6 Apr to Jul 2022 <i>Primary or Junior to Secondary:</i> Year 4, Terms 5 & 6 Apr to Jul 2022	Conversations start between the parent, school, and other professionals (within the annual or transition review) for the most appropriate school for those pupils moving into Year 3 & Year 7		School to facilitate and invite STLS to attend if appropriate
Term 6 05 Jun 2023	Schools receive details of all their current pupils in the phase transfer	Conversation between Local Authority and STLS regarding particular cohorts and concerns	Local Authority STLS

Key Dates	Activity for Year 2 and Year 6 Transfers	Activity	Who is Responsible?
	cohort (<i>leaving them</i>) for September 2024 from LA (for data quality checks)		
Term 6 08 Jun 2023	Parent email is sent out by the LA, requesting school preference for their child. Communication includes detailed process guidance and important information		Local Authority
Term 6 17 Jul 2023	Parent deadline for returning their school preference to LA		Parent
Term 6 By 21 Jul 2023	All annual or transition reviews for Y1 & Y5 pupils must be completed by schools and relevant paperwork returned to the LA		School
Terms 1 & 2 Sep to Dec 2023	Opportunities for parents and young people to attend open days, meet the SENCO, transition lead, FLO.	Support from School Age Inclusion Support Assistant if appropriate.	School STLS
Term 1 By 11 Sep 2023	LA SEN Teams formally consult with schools for phase transfer parental preferences		Local Authority School

Key Dates	Activity for Year 2 and Year 6 Transfers	Activity	Who is Responsible?
Term 2 Nov to Dec 2023	Admissions decision-making meetings held between schools and LA staff	STLS reports available as appropriate to inform decision-making process	Local Authority School
Term 2 11 Dec 2023	School deadline for their response to LAs consultation on parental preference		School
Term 3 31 Jan 2024	Amended final EHC plans naming the school for September 2024 are sent to parents and schools by LA		Local Authority
Half term 15 Feb 2024	National statutory deadline for naming school placements on the child's EHC plans for those in phase transfer		Local Authority
Terms 3, 4, 5 & 6 of final year Jan to Jul 2024	Departing & receiving schools, with parents, formulate arrangements to support the child with their transition to the new setting, this can include extra visits or targeted personalised plans	<ul style="list-style-type: none"> Enhanced transition support from School Age Inclusion Support Assistant. This includes supporting additional transition sessions that take place during the summer holiday. Transition days at MIDAS when SENCOs are able to discuss pupils 	STLS Local Authority

Key Dates	Activity for Year 2 and Year 6 Transfers	Activity	Who is Responsible?
		<ul style="list-style-type: none"> • STLS transition resource packs for both schools and parents • Transition focused Surgeries • STLS resources and webinars advising on strategies and interventions • Professionals meetings, as appropriate, to ensure a consistent approach • Meeting with Local Authority to identify particularly challenging cohorts and discuss support that we can provide • STLS to produce a model Transition Plan to act as a reference for schools 	
Terms 1 & 2 in new setting	Ongoing transition arrangements to ensure the child settles into their placement successfully	<ul style="list-style-type: none"> • Group STLS visits, with KEPs and IA, to discuss 	School STLS

Key Dates	Activity for Year 2 and Year 6 Transfers	Activity	Who is Responsible?
Sep to Dec 2024		any identified concerns and areas of development <ul style="list-style-type: none"> • Continued support from School Age Inclusion Support Assistant • Ongoing support from STLS until targets are met or a joint decision is made to close case 	

Phase Transfer process for Post-16 Education (Year 11)

Key Dates	Activity Post 16 Transfers	Activity	Who is Responsible?
Year 10, Terms 1 & 2 Sep to Dec 2022	Conversations start between the parent, young person, setting, and other professionals (within the annual or transition review) for the most appropriate setting for those pupils moving into post-16 provision. (Provision such as education, training, apprenticeships or supported employment).		

	Opportunities and sharing of information on CIEAG, FE options, tasters, careers sessions, visits and tours for parents and young people.		
Y10, Terms 3, 4, 5 & 6 Jan to Jul 2023	Annual or transition reviews completed by settings		
Y10, Term 6 By Jun 2023	Settings receive details of all their current pupils in phase transfer cohort (<i>leaving them</i>) for September 2024 from LA (for data quality purposes)		
Year 11, Term 1 1 Sep 2023	Parent/young person email sent out by the LA, requesting setting preference. Communication includes detailed process guidance and important information		
Year 11, Term 1 13 Oct 2023	Parent/young person deadline for returning their setting preference to LA		
Year 11, Term 1	LA SEN Teams formally consult with settings for phase transfer parental preferences		

After 13 Oct 2023			
Year 11, Term 2 11 Dec 2023	Post 16 settings' deadline for their response to LAs consultation on parental preference		
Year 11, Term 3 Jan 2024	Admission decision-making meetings held between settings and LA staff		
Year 11, Term 3 OR 4 31 Jan or 6 Mar 2024	Amended final EHC plans naming the setting for September 2024 sent to parent/young person and setting by LA <i>(Schools would prefer as early as poss to aid transition activities)</i>		
Term 3 31 March 2024	National statutory deadline for naming setting placement on the young person's EHC plan for those in phase transfers		
Terms 3, 4, 5 & 6 of final year Jan to Jul 2024	Departing & receiving settings, with parents, formulate arrangements to support the young person with their transition to the new setting, this can include extra visits or targeted personalised plans		

Terms 1 & 2 in new setting Sep to Dec 2024	Ongoing transition arrangements to ensure the young person settles into their placement successfully		
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