

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

TONBRIDGE AND MALLING

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	Specialist Teacher case list reviews/professional meetings for those open to STLS. Annual Reviews where applicable	STLS EP SIA
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	Conversations at LIFT regarding transition EY paperwork training (EHCP)	STLS
Term 1 & 2 Sep to Dec 2023	Application window opens for all parents to submit their formal application for a school placement	Reminders to settings to ensure all parents to submit their school applications – even for complex/EHCP pupils	STLS SIA
Term 6 By 21 Jul <u>2023?</u>	All annual or transition reviews for Nursery/pupils in EY Provision must be completed by schools and relevant paperwork returned to the LA	STLS & SIA to support/attend Annual Reviews for pupils open to service.	STLS SIA

Key Dates	Activity for Early Years to Reception	Activity	Who is Responsible?
Term 6 08 Jun <u>2023?</u>	Parent email is sent out by the LA, requesting school preference for their child. Communication includes detailed process guidance and important information	STLS/SIA to support parents as needed	
Term 3 Jan to Feb 2024	Application window closes for all parents to submit their formal application for a school placement		
Term 6 17 Jul 2023	Parent deadline for returning their school preference to LA		
Term 1 By 11 Sep 2023	LA SEN Teams formally consult with schools for phase transfer parental preferences		
Term 2 Nov to Dec 2023	Admissions decision-making meetings held between schools and LA staff		
Term 2 11 Dec 2023	School deadline for their response to LAs consultation on parental preference		
Term 3 31 Jan 2024	Amended final EHC plans naming the school for September 2024 are sent to parents and schools by LA		
Half term 15 Feb 2024	National statutory deadline for naming school placements on the child's EHC plans for those in phase transfer		
Term 4, 5 & 6 Mar to Jul 2024	Departing & receiving settings, with parents, formulate arrangements to	STLS T&M Primary transition events with settings and	STLS SIA

Key Dates	Activity for Early Years to Reception	Activity	Who is Responsible?
	support the child with their transition to the new school, this can include extra visits or targeted personalised plans	schools – 9.5.24 & 24.5.23 Individualized transition meetings with settings, schools and parents.	
Terms 1 & 2 in new setting Sep to Dec 2024	Ongoing transition arrangements to ensure the child settles into their placement successfully	Follow up visits/discussions for children open to STLS. STLS EY surgery offer. SIA follow up conversations/visits	STLS SIA

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?
<p><i>Infant to Junior:</i> Year 1, Terms 5 & 6 Apr to Jul 2022</p> <p><i>Primary or Junior to Secondary:</i> Year 4, Terms 5 & 6 Apr to Jul 2022</p>	<p>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</p>	<p>STLS & SIA to support/attend Annual Reviews for pupils open to service or complex cases.</p>	<p>STLS SIA</p>
<p>Term 6 05 Jun 2023</p>	<p>Schools receive details of all their current pupils in the phase transfer cohort (<i>leaving them</i>) for September 2024 from LA (for data quality checks)</p>		
<p>Term 6 08 Jun 2023</p>	<p>Parent email is sent out by the LA, requesting school preference for their child. Communication includes detailed process guidance and important information</p>		

Key Dates	Activity for Year 2 and Year 6 Transfers	Activity	Who is Responsible?
Term 6 17 Jul 2023	Parent deadline for returning their school preference to LA		
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	STLS & SIA to support/attend Annual Reviews for pupils open to service.	STLS SIA
Terms 1 & 2 Sep to Dec 2023	Opportunities for parents and young people to attend open days, meet the SENCO, transition lead, FLO.		
Term 1 By 11 Sep 2023	LA SEN Teams formally consult with schools for phase transfer parental preferences		
Term 2 Nov to Dec 2023	Admissions decision-making meetings held between schools and LA staff		
Term 2 11 Dec 2023	School deadline for their response to LAs consultation on parental preference		
Term 3 31 Jan 2024	Amended final EHC plans naming the school for September 2024 are sent to parents and schools by LA		
Half term 15 Feb 2024	National statutory deadline for naming school placements on the child's EHC plans		

Key Dates	Activity for Year 2 and Year 6 Transfers	Activity	Who is Responsible?
	for those in phase transfer		
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	STLS T&M Secondary transition projects launched: SEMH/vulnerable pupils – 26.3.24 ASD transition project – 10.5.24 STING ‘speed dating’ event date TBC Individualised transition meetings with settings, schools and parents supported.	STLS SIA EP
Terms 1 & 2 in new setting Sep to Dec 2024	Ongoing transition arrangements to ensure the child settles into their placement successfully	Follow up visits/discussions for children open to STLS. STLS EY surgery offer. SIA follow up conversations/visits	STLS SIA

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	<p>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).</p> <p>Opportunities and sharing of information on CIEAG, FE options, tasters, careers sessions, visits and tours for parents and young people.</p>	SIA can be contacted to support transition meetings or provision discussions	SIA
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 After 13 Oct 2023	LA SEN Teams formally consult with settings for phase transfer parental preferences		
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		