

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	Nurseries- STLS to raise importance of supporting parental confidence in local schools.	Nurseries
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	This is challenging as nurseries are struggling to release staff	
Term 1 & 2 Sep to Dec 2023	Application window opens for all parents to submit their formal application for a school placement		Parents
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	Nurseries to be reminded of the process by local authority colleagues.	Parents
Term 6 08 Jun 2023	Parent email is sent out by the LA, requesting school preference for their child. Communication includes detailed		Parents

Key Dates	Activity for Early Years to Reception	Activity	Who is Responsible?
	process guidance and important information		
P Term 3 Jan to Feb 2024	Application window closes for all parents to submit their formal application for a school placement	Support if required by local authority colleagues.	Parents
Term 6 17 Jul 2023	Parent deadline for returning their school preference to LA	Nurseries to remind and support parents as required.	Parents
Term 1 By 11 Sep 2023	LA SEN Teams formally consult with schools for phase transfer parental preferences	Local authority to liaise with parents	Parents
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		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 visits or targeted personalised plans	If known to STLS specialist teachers will consult with parents and named school to provide support and joint conversations.	STLS Nurseries

Key Dates	Activity for Early Years to Reception	Activity	Who is Responsible?
		If not known to STLS	
Terms 1 & 2 in new setting Sep to Dec 2024	Ongoing transition arrangements to ensure the child settles into their placement successfully		

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>If the child is known to STLS then supported would have been given during the transition event held on May 25th 2023 when we have the opportunity to join together the primary and secondary schools to discuss our pupils with SEND. This is a full on afternoon event with all of our secondary schools in Maidstone attending.</p>	<p>School</p> <p>Parents</p> <p>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>Local authority</p> <p>Schools</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</p>		<p>Local Authority</p> <p>Parents</p>

Key Dates	Activity for Year 2 and Year 6 Transfers	Activity	Who is Responsible?
	process guidance and important information		
Term 6 17 Jul 2023	Parent deadline for returning their school preference to LA		Parents
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		Schools Local Authority
Terms 1 & 2 Sep to Dec 2023	Opportunities for parents and young people to attend open days, meet the SENCO, transition lead, FLO.		Parent Schools
Term 1 By 11 Sep 2023	LA SEN Teams formally consult with schools for phase transfer parental preferences	STLS are not involved in this process around phase transferred. Although we should be consulted so we can at the least support the schools with support.	Local authority
Term 2 Nov to Dec 2023	Admissions decision-making meetings held between schools and LA staff		Local authority

Key Dates	Activity for Year 2 and Year 6 Transfers	Activity	Who is Responsible?
Term 2 11 Dec 2023	School deadline for their response to LAs consultation on parental preference		Schools
Term 3 31 Jan 2024	Amended final EHC plans naming the school for September 2024 are sent to parents and schools by LA	STLS specialist teacher to support annual review (only if the case is open to us)	School 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	STLS Transition programmes in terms 3-6 which include weekly support for schools and pupils. Individual support to cases. Whole district transition event where all secondary schools and primary school are facilitated by STLS to discuss pupils who are transitioning from year 6-7.	STLS Schools Local Authority Parnet
Terms 1 & 2 in new setting Sep to Dec 2024	Ongoing transition arrangements to ensure the child settles into their placement successfully	Continuing support to school if child is open to STLS.	

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>	STLS to support the school if the pupils is on their case list. This will continue throughout with attendance for annual reviews.	<p>STLS</p> <p>Schools</p> <p>Local Authority</p> <p>Parents</p> <p>Pupil</p>
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		<p>Schools</p> <p>Local Authority</p>

	(<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		Local Authority
Year 11, Term 1 13 Oct 2023	Parent/young person deadline for returning their setting preference to LA		Parent/Young person
Year 11, Term 1 After 13 Oct 2023	LA SEN Teams formally consult with settings for phase transfer parental preferences		LA SEN Teams
Year 11, Term 2 11 Dec 2023	Post 16 settings' deadline for their response to LAs consultation on parental preference		Local Authority
Year 11, Term 3 Jan 2024	Admission decision-making meetings held between settings and LA staff		Local Authority Setting
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	STLS will support if the young person is on their case list. This would mean attendance at school	

	<i>(Schools would prefer as early as possible to aid transition activities)</i>	meetings, offering support and guidance for the young person.	
Term 3 31 March 2024	National statutory deadline for naming setting placement on the young person's EHC plan for those in phase transfers		Local Authority
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		Parents/young person Local Authority Setting
Terms 1 & 2 in new setting Sep to Dec 2024	Ongoing transition arrangements to ensure the young person settles into their placement successfully	STLS to support young person and new setting with support and guidance. (only if they are an open case)	Setting Parent/Young person