

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	Identify vulnerable Year R-1 pupils open on case lists, ready for support	STLS, SENIA, Specialist Nursery, SENIF, Portage
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	Contact individual case list settings from Term 1. – ask ‘What will you do with this information? What will this intervention/provision look like in your school?’ Link to EY Best Practice Guidance/universal offer (Balanced System)	STLS, SENIA, Specialist Nursery, SENIF, Portage, Schools ad settings
Term 1 & 2 Sep to Dec 2023	Application window opens for all parents to submit their formal application for a school placement		Parent / Carers
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	Support parents/settings/schools, particularly for key transition meetings.	STLS, SENIA, EYs SENCOs
Term 6 08 Jun 2023	Parent email is sent out by the LA, requesting school preference for their child. Communication includes detailed		LA

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 / carers
Term 6 17 Jul 2023	Parent deadline for returning their school preference to LA		Parents/ Carers, LA
Term 1 By 11 Sep 2023	LA SEN Teams formally consult with schools for phase transfer parental preferences	Year R-1 transition meetings in settings - particularly for AR phased transfers and key transition meetings. Invite parents as necessary.	LA
Term 2 Nov to Dec 2023	Admissions decision-making meetings held between schools and LA staff	District Planning Meetings	LA
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		LA
Half term 15 Feb 2024	National statutory deadline for naming school placements on the child's EHC plans for those in phase transfer		LA
Term 4, 5 & 6 Mar to Jul 2024	Departing & receiving settings, with parents, formulate arrangements to support the child with their transition to	Year R-1/R transition meetings with schools and EY settings – for open or vulnerable pupils.	STLS, SENIA, SENIF, Portage, Schools and settings

Key Dates	Activity for Early Years to Reception	Activity	Who is Responsible?
	the new school, this can include extra visits or targeted personalised plans	<p>Facilitate EY SENCO Forum – Transition Focus ‘Best Practice for Transition’, including inviting Primary SENCOs to attend.</p> <p>Set up Link EY Teachers with each identified schools. Arrange to meet in Terms 6 and 1/2 to discuss any vulnerable pupil concerns.</p> <p>Set up Transition Clinics for Term 5/6 to invite settings and schools to discuss any questions.</p>	<p>STLS</p> <p>STLS, SENIA</p> <p>STLS, SENIA, SENIF</p>
Terms 1 & 2 in new setting Sep to Dec 2024	Ongoing transition arrangements to ensure the child settles into their placement successfully	<p>In-school Year R support Term 1 & 2.</p> <p>Transition meeting support for open cases into The Beacon Year R.</p>	<p>STLS, SENIA, SENIF</p> <p>STLS</p>

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></p> <p>Year 1, Terms 5 & 6</p> <p>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>Identify vulnerable pupils open on case lists, ready for support.</p>	<p>STLS, SENIA, Primary School SENCO</p>
<p><i>Primary or Junior to Secondary:</i></p> <p>Year 4, Terms 5 & 6</p> <p>Apr to Jul 2022</p>		<p>Set up or attend review meetings for vulnerable pupils</p>	
<p>Term 6</p> <p>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>Identify vulnerable Year 1 and 5 pupil list and collate with inclusion partners.</p>	<p>LA, STLS, SENIA</p>

Key Dates	Activity for Year 2 and Year 6 Transfers	Activity	Who is Responsible?
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	Set up or attend annual review meetings for EHCP pupils in Year 1 and 5.	LA, SENIA, STLS
Term 6 17 Jul 2023	Parent deadline for returning their school preference to LA		Parents/ Carers
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	Set up or attend review meetings for AR/vulnerable pupils	Primary SENCO, STLS, SENIA
Terms 1 & 2 Sep to Dec 2023	Opportunities for parents and young people to attend open days, meet the SENCO, transition lead, FLO.	Contact individual case list schools – from Term 1. – ask ‘What will you do with this information? What will this intervention/provision look like in your school?’ Link to MCS/universal offer (Balanced System)	Primary and SEC Schools, Parents/Carers, STLS, SENIA
Term 1 By 11 Sep 2023	LA SEN Teams formally consult with schools for phase transfer parental preferences		LA

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	Attend meetings to support decision-making process	LA, SENIA, Secondary HT
Term 2 11 Dec 2023	School deadline for their response to LAs consultation on parental preference	Encourage Secondary Schools to contact Primary colleagues for up-to-date information	Secondary SENCOs
Term 3 31 Jan 2024	Amended final EHC plans naming the school for September 2024 are sent to parents and schools by LA		LA
Half term 15 Feb 2024	National statutory deadline for naming school placements on the child's EHC plans for those in phase transfer	Set up or attend review meetings for AR/vulnerable pupils.	LA, STLS, SENIA
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	Identify vulnerable open case pupils offered additional support through transition intervention programmes (run by STLS/school staff as appropriate) – these include: 'This Is Me: Building skills for Resilience and Wellbeing' programme, 'Mission Transition',	STLS, SENIA, SENCOs

Key Dates	Activity for Year 2 and Year 6 Transfers	Activity	Who is Responsible?
		<p>Outdoor Learning, TAC and SIW support.</p> <p>Term 4 SENCO Forum with a Transition Focus, 'Best Practice for Transition', including resource sharing and finalising spreadsheet for Secondary colleagues.</p> <p>Send out Transition Spreadsheet for Primary SENCOs to complete.</p> <p>Term 5 Transition Event run to enable Primary Schools to share face to face information with Secondary Schools.</p>	

Key Dates	Activity for Year 2 and Year 6 Transfers	Activity	Who is Responsible?
		Transition Clinics to be run for Secondary staff (Transition leads/Year 7 pastoral teams)	
Terms 1 & 2 in new setting Sep to Dec 2024	Ongoing transition arrangements to ensure the child settles into their placement successfully	<p>Set up Transition Clinics with each Secondary School. Arrange to meet in Terms 6 and 1/2 to discuss any vulnerable pupil concerns.</p> <p>Check-in with vulnerable Year 7's on case list.</p> <p>Review meetings in Terms 1 & 2 - if pupil is struggling invite Primary SENCo to review meeting to re-share what worked in the primary setting</p>	STLS, SENIA, SENCOs

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>	<p>Identify vulnerable pupils open on case lists, ready for support.</p> <p>Set up or attend review meetings for vulnerable pupils</p>	
Y10, Terms 3, 4, 5 & 6 Jan to Jul 2023	Annual or transition reviews completed by settings	Set up or attend review meetings for AR/vulnerable pupils	
Y10, Term 6 By Jun 2023	Settings receive details of all their current pupils in phase transfer cohort	Identify vulnerable Year 1 and 5 pupil list and collate with inclusion partners/school colleagues.	

	(<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	Attend meetings to support decision-making process	
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	Attend meetings to support decision-making process	
Year 11, Term 3 OR 4	Amended final EHC plans naming the setting for September 2024 sent to parent/young person and setting by LA		

31 Jan or 6 Mar 2024	<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	Check-in with vulnerable Year 12's on case list.	
Terms 1 & 2 in new setting Sep to Dec 2024	Ongoing transition arrangements to ensure the young person settles into their placement successfully	Check-in with vulnerable Year 12's on case list. Review meetings in Terms 1 & 2 - if pupil is struggling invite previous SENCo to review meeting to re-share what worked in the previous setting.	