

# YEAR 7 TRANSITION

FOR PUPILS WITH EHCPS



City of  
**Stoke-on-Trent**

# ANNUAL REVIEW

- As your child begins year 6, you will be invited to attend an early EHC Annual Review, sometimes referred to as a 'top-up' review.
- This review will be held in the Autumn Term before October half term.
- This will be with the School SENCo or the Class Teacher. The Local Authority Caseworker from the SENMAS team that is assigned to your child's case may also attend.
- The school are responsible for gathering all relevant updates from professionals involved, to contribute to the Annual Review paperwork.

# PARENTAL PREFERENCE

- During the early Annual Review meeting, you will discuss which secondary school's you would like your child to attend – these are your “parental preference”.
- We recommend that you visit schools ahead of the early Annual Review, where possible. This will help you decide which schools you feel are suitable for your child's needs.

# WHAT HAPPENS NEXT?

- Once the early Annual Review meeting has been completed, the school will send the paperwork over to the SENMAS team.
- Schools have two weeks from the date of the Annual Review to send the complete review paperwork to SENMAS.
- Your allocated Caseworker will then amend the EHCP, if needed, and begin the consultation process.

# CONSULTATION PROCESS

- During the Consultation Process, your allocated caseworker will send the Annual Review and EHCP to schools. Schools will then decide whether they can offer a place for your child.
- If the school responds with a no, they will give a reason such as an inability to meet needs, or they already have too many students on roll.



# WHICH SCHOOLS WILL BE CONSULTED?

## MY CHILD IS IN A MAINSTREAM SETTING

- We will consult the schools that are your parental preference\*. We will also consult the three mainstream schools that are the nearest to your child's home address, in line with the Local Authority policy.

## MY CHILD IS IN A SPECIALIST SETTING

- We will consult the schools that are your parental preference\*.
- If the school your child is currently attending provides secondary education, and you wish for them to continue to attend, please note this as your preference.
- We will also consult any Specialist Settings that are relevant to your child's needs (i.e., if their primary need is Communication and Interaction, we will consult schools that specialise in meeting the needs of students with Communication and Interaction needs).

\*Please note that the Local Authority does not have a duty to consult with independent schools that are not approved under section 41 of the Children and Families Act, 2014.

# MY CHILD IS IN MAINSTREAM, BUT I WANT THEM TO GO TO SPECIALIST

- As part of your parental preference, the schools you choose for us to consult can include specialist settings.
- We will still consult the three nearest mainstream settings, in line with the Local Authority policy, and we encourage you to explore the mainstream settings alongside the special school preferences.
- If the Local Authority receive a positive consultation response from a specialist setting, the case will be taken to the Local Authority Education Panel for consideration.

# NAMING THE SCHOOL

- Once all responses to the consultations have been received, the Local Authority will then look to naming the Secondary School which is most suitable for your child. This decision may need to be made at the Local Authority Education Panel.
- The Local Authority will consider parental preferences as part of their decision-making process, however in some cases parental preference may not be named. The Local Authority will always provide a rationale of reasons for this.



# CONSIDERING YOUR PARENTAL PREFERENCE

**The Local Authority have to consider the following factors when considering your parental preference:**

- Is the setting unsuitable for the age, ability, aptitude or Special Educational Needs (SEN) of the child or young person; or
- Is the attendance of the child or young person incompatible with the provision of efficient education for others; or
- Is the attendance of the child or young person incompatible with the efficient use of resources.

# WHAT HAPPENS NEXT?

- Once a new school placement has been confirmed for your child, the transition process may commence.
- Parents are encouraged to liaise with both the current and new school to arrange appropriate transition visits.
- It is the responsibility of the schools involved to ensure that a comprehensive and well-structured transition plan is implemented where required.

# CONTACT US

## EMAIL

[SENMAS@stoke.gov.uk](mailto:SENMAS@stoke.gov.uk)

## CALL

Duty Phone: 01782 231863

9:30am-3:30pm mon-fri term time

9:30am-1:30pm mon-fri school holidays

# USEFUL INFORMATION

[SEND Local Offer – Local Offer](#)

[Transition: moving between educational settings – Local Offer](#)

[About Us – SENDIASS](#)

[First-tier Tribunal \(Special Educational Needs and Disability\) - GOV.UK](#)