

## Phase Transfer 2022

The term “Phase Transfer” applies to those children and young people with Education, Health and Care Plans (EHCP) who are transferring between various phases of education:

- Early years to school
- Infant to Junior School
- Primary/Junior to Secondary School
- Secondary to Post 16 education

In order to transfer the EHCP from one school to another, the LA has to go through a formal legal process. This is known as the phase transfer review process. All phase transfers, with exception of secondary transfer to Post 16 education, must ensure that the EHC Plan is reviewed and amended by 15 February in the year that the transfer takes place.

For transfer from secondary education to Post 16 education, the deadline is the 31 March in the year that the transfer takes place. These deadlines are set out in Regulation 18 of the Special Educational Needs and Disability Regulations 2014 and must be adhered to by the LA.

### **Phase transfer for children who are in Year -1, Year 2 and Year 6**

If your child has an EHC plan and attends a mainstream setting and is in Year -1, Year 2 of an Infant school or Year 6 in September 2021, they will be moving on to a primary, junior or secondary school in September 2022.

We sent out an initial letter to all our parents in June 2021, asking you to tell us which school you would like your child to attend in September 2022.

We have started to consult with your child’s locally designated school(s) and your school preference and this will continue to take place during October. We also liaise with our admissions team to keep them informed of the process.

Once all consultations have taken place we will inform you of the school which will be named in your child’s EHC plan, starting from the end of November. Please do not worry if you do not hear from us immediately but be reassured we will make contact as soon as we are able.

We issue the final EHC plan, naming your child’s current school and September 2022 transfer school by 15 February 2022. We will issue these documents to you by email.

## **Phase transfer for children who are in Year 11**

Phase transfer also applies to children who are in Year 11 in September 2021 and moving into Further Education (FE) provision.

We sent out an initial letter to parents and young people in June 2021, asking you to tell us which FE provider you would like your young person to attend in September 2022.

We have started to consult with your preferred FE provider and this will continue to take place during October and November. We also liaise with our admissions team to keep them informed of the process.

Once consultations have taken place, we inform you of the FE provision which will be named in the EHC plan starting at the end of January 2022. Please do not worry if you do not hear from us immediately but be reassured we will make contact as soon as we are able.

We issue a final EHC plan, naming your young person's current school and September 2022 transfer provision by 31 March 2022. We issue all final plans to you by email.