

Year 2 Infants, Year 6, Year 11 Phase Transfers – Transition Reviews



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Each school has an allocated Transition Officer who is responsible for Years 5 & 6, Years 10 & 11 and Year 2's at infants only setting.

You will have an allocated Monitoring Officer for other year groups or if you are a Special School.

Year 6 / Year 11 Phase Transfers



Statutory deadlines:

The Local Authority has a statutory deadline to finalise EHC Plans naming the setting responsible for a young person's education for the next phase of education:

Year 6's

From Primary Phase into Secondary Phase - **By the 15th February.**
(& Infants School only settings, requiring transition within Primary Phase)

Year 11's

From Secondary Phase into Post 16 - **By the 31st of March.**

Transition Reviews:

These are to be held when they are naturally occurring (12 months from the last Annual Review meeting) but no later than October half term. If the annual due date falls after October half term but before 15th February (Year 6s) / 31st March (Year 11s), then please do discuss these with your Transition Officer as these will need to be brought forward.

We will attend as many as we can so, please talk to us about booking these in with us.

Examples:

- Date on last Section L, 01/04/2024 – Review should be held as close to 01/04/2025 (but no later than this date) this means their Transition Review occurs during Year 5 / Year 10.
- Date on last Section L, 20/09/2024 – Review should be held as close to 20/09/2025 (but no later than this date) this means their Transition Review occurs during Year 6 / Year 11.
- Date on last Section L, 21/12/2024 – Discuss with your Transition Officer as this is between the October half term and the statutory deadlines.
- Date on last Section L, any date between October Half Term and 15th February for current Year 5's and 31st March for current Year 10's – Discuss with your Transition Officer as this is between October half term and the statutory deadlines.
- First review since EHC Plan was first issued – Review should be held 4 weeks in advance of the anniversary of the date the plan was issued, but no later than October half term, as above.

Transition Reviews



We will use the amended EHC Plan after a Transition Review to consult with the next settings IE secondary school placements for Year 6's and colleges for Year 11's.

If parents request a special school placement the local authority will take all reports and the new amended plan to the SEN Panel to consider their request.

Reminders / tips for Transition Reviews:

Transition Reviews are the same as Annual Reviews but must have amends considered in light of Phase Transfer from one stage of education to another.

- Advices should be sought in advance as per the Annual Review Process and circulated 2 weeks in advance of the review date.
- Plans must reflect the current aspirations, strengths and needs of the young person, and be age appropriate.
- Please propose outcomes to add or amend to the end of the next key stage (Key Stage 3 for Year 6's, Post 16 for Year 11's), so that the next school/setting can see what the young person will be working towards.
- Please ensure provision required to be put in place to meet the needs is clear and SMART, and amended as appropriate to the next phase of education, so that the next setting can consider placement and has a clear picture of what is required to be put in place.
- If you know the preferred school or setting of the family or young person, then please include this on your Section L.
- **The date you hold the Transition Review becomes the new due date and therefore, the next review due to occur after this will be annually, by the anniversary of the date of the Transition Review.**