

## PHASE TRANSFER PROCESS 14-25 OVERVIEW FOR SCHOOLS AND COLLEGES

### Year 10 & Year 13

<p><b>FEBRUARY - MARCH</b></p> <p><b>Spring Term of Year 10 &amp; 13</b></p>	<p><b>A&amp;P</b> identifies all Phase Transfer pupils.</p> <p><b>A&amp;P</b> identifies pupils who will need involvement from <b>EPS</b> and <b>Transitions Services</b> at Phase Transfer.</p>
<p><b>APRIL - JULY</b></p> <p><b>Spring &amp; Summer Term of Year 10 &amp; 13</b></p>	<p><b>A&amp;P</b> write to all <b>schools/colleges</b> and advise when they should schedule their AR meetings.</p> <p><b>APOs</b> send out lists of phase transfer pupils to each <b>school/college</b> and liaise to arrange AR meetings. Names of pupils identified for <b>EP</b> and <b>Transitions</b> involvement are highlighted to the <b>schools/colleges</b>.</p> <p><b>EPs</b> and <b>Transitions</b> plan their involvement for the identified pupils, including assessments where required.</p> <p><b>Schools/Colleges</b> arrange the AR dates for the Autumn term and send the list of AR dates back to the <b>LA</b>.</p> <p>If an updated therapy assessment (i.e. SALT or OT) is needed the <b>school/college must</b> arrange this in advance of the AR meeting in order to inform the AR.</p> <p><b>Schools/Colleges</b> identify young people who may require Social Care involvement at post-19 and make a referral to Social Care and invite them to the AR.</p> <p><b>School/College must</b> invite parents/carers and all other professionals, including Health and Social Care as appropriate, to the AR, giving <b>at least 2 weeks' notice</b>.</p> <p><b>School/College must</b> collate and send out professional reports to all invitees <b>at least 2 weeks before</b> the AR meeting.</p>
<h3 style="text-align: center;">Summer Holidays</h3>	
<p><b>JULY/AUGUST SUMMER HOLIDAYS</b></p>	<p><b>APOs</b> begin planning and preparation for the individual phase transfer cases.</p>
<h3 style="text-align: center;">Year 11 and Year 14</h3>	
<p><b>SEPTEMBER - OCTOBER</b></p> <p><b>Autumn Term of Year 11 &amp; 14</b></p>	<p>Annual Reviews for children in Y11 &amp; Y14 take place, with focus on transition.</p> <p><b><u>All Annual Reviews must be held before the October half term.</u></b></p>

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	<p><b>School/College</b> must send annual review paperwork to the LA <b>within 2 weeks</b> from the date of the review meeting.</p> <p>All AR paperwork must be with the LA by the <b>15<sup>th</sup> NOVEMBER</b> at the latest.</p> <p><b>*APOs</b> begin drafting proposed amended EHC plans in preparation for transfer, following LA's decision to maintain, amend or cease the plan.</p>
<p><b>NOVEMBER - DECEMBER</b> Autumn Term of Year 11 &amp; 14</p>	<p><b>APOs</b> send proposed amended EHC plans to parents together with college preference form <b>by the 24th December</b>, who then have <b>15 days</b> to make representations.</p> <p><b>Parents and Young People</b> visit schools/colleges and attend open evenings.</p> <p><b>Schools</b> should actively encourage parents and young people to visit colleges of their choice and to speak to the relevant SEN department.</p>
<p><b>JANUARY - FEBRUARY</b> Spring Term of Year 11 &amp; 14</p>	<p><b>14<sup>th</sup> January</b> – deadline for return of <b>school/college</b> preference forms to <b>A&amp;P</b>.</p> <p><b>LA</b> identifies <b>schools/colleges</b> to consult with, based on proposed amended EHC plans and preference forms.</p> <p><b>APOs</b> send the proposed amended EHC plan to the identified <b>Schools/Colleges</b> for consultation* <b>by 31<sup>st</sup> January</b>.</p> <p><b>*All schools/colleges</b> have <b>15 calendar days</b> to respond.</p>
<p><b>FEBRUARY - MARCH</b> Spring Term of Year 11 &amp; 14</p>	<p><b>LA</b> considers schools' responses.</p>
<p><b>MARCH</b> Spring Term of Year 11 &amp; 14</p>	<p><b>APOs</b> issue Amended Final EHCPs to parents/carers.</p>
<p><b>31<sup>st</sup> MARCH</b></p>	<p><b>Statutory deadline for issuing Amended Final EHC plans for phase transfer pupils going into Y12 and Y15 in September.</b></p>

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**\*School/College Consultation Letters and Letter Codes:**

<b>Letter Code</b>	<b>Letter Description</b>
<b>PT0016I</b> <b>PT001PI</b>	Consultation letter to a mainstream Sch/College – parental preference
<b>PT0016J</b> <b>PT0019J</b>	Consultation letter to a mainstream Sch/College – non - parental preference
<b>PT0016K</b> <b>PT0019K</b>	Consultation letter to a special Sch/College – parental preference
<b>PT0016L</b> <b>PT0019L</b>	Consultation letter to a special Sch/College – parental preference LA disagrees
<b>PT0016M</b> <b>PT0016M</b>	Consultation letter to Non-Section 41 School