

## EHCP Phase Transfer Process



**For all children and young people in Early Years, Year 2 and Year 6 it is the Local Authority's Statutory duty (where a child/young person is not in an all through educational setting) to secure an appropriate placement for their next phase of education.**

**In order to achieve this in time it is required for the Local Authority to work with the parents/ carers and the appropriate future setting from when the child/young person is in Year 1 and 5.**

School choice will be discussed in the child/young person's Year 1 and Year 5 review

Parents/carers to submit their choices of schools/settings SEND to the SEND Service. For the Local Authority to fulfil their statutory responsibilities, where parents/carers only give one choice, or where the Local Authority consider there to be a more appropriate school they may consult with wider schools/settings

SEND Service to consult with all school choices in the Autumn term (EHCP and other relevant paperwork sent)

**Specialist Provision Requested**

The specialist provision may consider the request through:

- Reviewing paperwork
- Observing the child
- Discussion with professionals linked to the child
- Discussions at the Specialist Provision Consultation Forum

**Mainstream Provision Requested**

The mainstream provision may consider the request through:

- Reviewing paperwork
- Observing the child
- Discussion with professionals linked to the child

All children/young people in phase transfer year have school/setting named on plan and are notified by 15 February by EHCP sent to home address/email

For all children/young people in phase transfer year, with plans issued after October of the year they transfer