



North and West Northamptonshire EHC Teams: Transferring to a Secondary School for a Child Who Has an EHC Plan

Year Five

Parents or carers of children that have an EHC Plan or receive SEN Support in school will be informed of the IASS Year 5 Transfer sessions. These are usually held in the March of Year 5, and provide valuable information about the transfer process.

At the Year 5 Annual Review Meeting:

Parents should check their child's EHC Plan to see that it is up-to-date and provides a true reflection of their needs. They can ask the primary school to invite specific people to the Annual Review. If those professionals are unable to attend, they can submit recent reports instead. There should be a discussion about the type of secondary school that will be suitable. Primary schools should have been asked to prepare a One Page Profile with the child. Parents can also use the Year 5 Annual Review to discuss whether the EHC Plan needs to continue or whether to cease it.

Year Six

At the start of each September, the Local Authority (either North Northamptonshire or West Northamptonshire Council) will write to all primary school headteachers, asking for information on pupils with an EHC plan that are due to transfer to secondary school. Schools must respond to the council by the end of September. The Local Authority checks that the information matches their data.

Secondary schools hold open evenings in September and October for prospective students.

When the Local Authority Consults with Parent/s or Carer/s:

In October, the Local Authority will write to parents, asking for their secondary school preference. Parents have 15 days to respond, and should list one school on the placement preference form. Parents should receive the following:

- The child's current EHC Plan
- A Placement Preference Form
- A summary of secondary schools in the local area

- An overview of the transport policy
- A link to further information on non-maintained schools

Parental Preference:

Parents may express a preference for the secondary school they'd like their child to attend. It can be a maintained school, a mainstream academy, or a special school (including those approved under [section 41 of the Children and Families Act](#)). Alternatively, they can make a representation for placement in any other school.

Transport:

Families might be entitled to school transport assistance for the child. There are various eligibility criteria to be met, which can be found on Northamptonshire County Council's sovereign [Travel Assistance webpage](#).*

Families must consider transport arrangements when choosing a school for their child. Families will not receive help with transport if they choose (as a parental preference) a secondary school that is not the nearest appropriate school to their home.

When the Local Authority Consults With Schools:

The Local Authority must comply with parental preference, unless:

- I. It would be unsuitable for the age, ability, aptitude or SEN of the child or young person, or
- II. The attendance of the child or young person there would be incompatible with the efficient education of others or the efficient use of resources.

The Local Authority will write to the parents' preferred school to ask for their views. They will enclose a copy of the child's EHC Plan, their most recent Annual Review, and any relevant reports from professionals. Schools should respond to the letter within 15 working days.

The Local Authority may also consult with schools that (in their view) could provide a suitable education for the child.

Final EHC Plan:

The Local Authority will write to parents by the middle of February to name a school for the following September. They will also explain what parents can do if they are unhappy with the placement decision or the content of the EHC Plan.

The transport arrangements (and whose responsibility they are) will also be confirmed. Please note: Home to school travel arrangements are provided by the School Transport team, not the EHC team.

* Travel information was correct at June 2022, but may be moved to the North or West Northamptonshire Council website at some point.

Useful Contacts:

- **Information Advice and Support Service for Special Educational Needs and Disability in Northants (IASS)**
Tel: 01604 364772
Web: <http://www.iassnorthants.co.uk>
Email: contact@iassnorthants.co.uk
- **Northamptonshire Local Offer**
Tel: 0300 126 1000, option 5
Web: <http://www.northamptonshire.gov.uk/localoffer>
Email: localoffer.NCC@northnorthants.gov.uk
- **Northamptonshire Education, Health, and Care (EHC) Teams**
Web: <https://tinyurl.com/NorthantsEHC>

Northampton Email: EHCNorthampton.NCC@westnorthants.gov.uk

Daventry & South Northants Email: ehcdav.ncc@westnorthants.gov.uk

Kettering & Corby Email: EHCKettering.ncc@northnorthants.gov.uk

Wellingborough & East Northants Email: EHCWellingborough.ncc@northnorthants.gov.uk

