

Transfer to Secondary Education September 2020

Transition to secondary school for children with Education, Health and Care Plans (EHCP)

Frequently asked questions

Please find below frequently asked questions and responses regarding the Medway secondary transfer process for children with Education, Health and Care Plans.

1. Is there a deadline for me to return the Transfer to Secondary Education (TSE) preference form?

Yes. Your child's primary school should send the completed form to Medway Special Educational Needs (SEN) Team no later than 30 June 2019.

2. Do I need to complete the TSE preference form with my child's current school?

Yes. This is to ensure that your child's current academic levels and areas of strength and difficulty are recorded correctly. The TSE form is sent to prospective schools as part of the formal consultation process. Your child's primary school can also discuss appropriate secondary schools with you.

3. Can I name an independent school as one of my preferences on the TSE preference form?

Yes. You can name any school on your preference form. The local authority will also refer to its own maintained provision to ascertain suitability. The local authority will look to place children as locally as possible.

4. Do I have to name three schools on my TSE preference form?

No. You don't have to name three schools on the TSE form. If your preferred school is not able to offer placement, the local authority will refer to local maintained and/or independent provisions as it considers appropriate. You will be notified of this.

5. Will I be told of any additional referrals to school?

Yes. A member of the SEN team will advise of any additional referrals to schools that the local authority intend to make.

6. Can I name a Kent maintained school as one of my preferences?

Yes. Medway Special Educational Needs (SEN) Team will refer to the other authority as part of the formal consultation process.



7. Do I have to apply for a secondary school online?

No. Medway Special Educational Needs (SEN) Team will secure a secondary school place for your child on your behalf. You **do not** have to complete an online admissions application.

8. When will I hear about what school my child has been allocated?

Your SEN Officer will advise of secondary school placement by 31 January 2020. Your SEN Officer will issue a proposed amended Education, Health and Care Plan (EHCP) and this will which will indicate/identify the proposed school that the LA intend to name. The Final EHCP should be issued by 15 February 2020.

9. When is the deadline for the Education, Health and Care Plan to be amended to include secondary placement?

February 15th 2020. There will always be instances where securing an appropriate school place takes a little longer. You will be advised by formal letter if the process is likely to exceed the deadline.

10. Will a special school be allocated purely on distance criteria?

No. Special school places are allocated based on a child's SEN.

11. Do secondary schools visit children prior to making decisions on placement?

Most secondary schools will undertake a visit to your child's current school to carry out an observation and speak with the SENCo and/or class teacher. Your child's current school will be able to advise you if this is going to happen.

12. What happens if I am not in agreement to the school named on my child's EHCP?

You can appeal the school named at Section I on the EHCP once the document has been issued as a Final. This should be by 15 February 2020. Details of how to appeal the named school will be detailed in the letter which accompanies the Final EHCP.

13. Will I be able to apply for home to school travel assistance?

Yes. If you would like to apply, please contact Medway SEN team and request a home to school travel assistance application form.

14. When can I apply for home to school travel assistance?

You can do this once your child's secondary school has been confirmed.

