

### Phase Transfer Operational Process

Year 5, Year 10 & Year 13	
<p>JANUARY - MARCH Spring Term of Years 5, 10 &amp; 13</p>	<p>EHC Team identifies all Phase Transfer children/ young people.</p> <p><b>SEN Service identifies children/ young people who will need involvement from Educational Psychology at Phase Transfer.</b></p> <p>Families visit schools/colleges and attend open evenings. Schools should actively encourage parents and young people to visit colleges of their choice and to speak to the relevant SEN department.</p> <p>EHC Team write to all schools/colleges and advise when they should schedule their Annual Review meetings.</p> <p>Admin send out lists of phase transfer pupils to each school/college and liaise to arrange Annual Review meetings. Names of children/ young people identified for EP involvement are highlighted to the schools/colleges.</p> <p>Schools/colleges arrange the Annual Review dates for the Autumn term and send the list of meeting dates back to the LA.</p>
<p>APRIL – JULY Spring &amp; Summer Term of Years 5, 10 &amp; 13</p>	<p>EPs plan their involvement for the identified children/ young people, including assessments where required.</p> <p>If an updated therapy assessment (e.g., SALT or OT) is needed, the school/college must arrange this in advance of the Annual Review meeting in order to inform this.</p> <p>Schools/colleges identify young people who may require Social Care involvement at post-19 and make a referral to Social Care and invite them to the Annual Review.</p> <p>School/college must invite parents/carers and all other professionals, including Health and Social Care as appropriate, to the meeting, giving at least 2 weeks' notice.</p> <p>School/college must collate and send out professional reports to all invitees at least 2 weeks before the Annual Review meeting.</p> <p>Annual Reviews for children and young people in Y5, 10 &amp; Y13 take place, with focus on transition.</p> <p>School/college must send annual review paperwork to the LA within 2 weeks from the date of the review meeting.</p> <p>FLO/Plan Writers begin drafting proposed amended EHC plans in preparation for transfer, following LA's decision to maintain, amend or cease the plan.</p>

	<p>FLOs/Plan Writers send proposed amended EHC plans to parents together with college preference form by <b>TO BE CONFIRMED</b>. They then have 15 days to make representations.</p> <p>15th January – deadline for return of school/college preference forms to EHC Team.</p> <p>EHC Team identifies schools/colleges to consult with, based on proposed amended EHC plans and preference forms.</p> <p>FLOs/Plan Writers send the proposed amended EHC plan to the identified Schools/Colleges for consultation* by <b>TO BE CONFIRMED</b>.</p> <p>*All schools/colleges have 15 calendar days to respond.</p>
<p>JULY/AUGUST Summer Holidays</p>	<p>FLOs/Plan Writers continue planning and preparation for the individual phase transfer cases. EHC Team considers school's responses.</p>
<p>Year 6, 11 and Year 14</p>	
<p>SEPTEMBER - OCTOBER Autumn Term of Years 6, 11 &amp; 14</p>	<p>Annual Reviews for children in Y6, 11 &amp; Y14 take place.</p>
<p>NOVEMBER - DECEMBER Autumn Term of Years 6, 11 &amp; 14</p>	<p>FLOs/Plan Writers issue Amended Final EHCPs to parents/carers.</p>
<p>JANUARY - FEBRUARY Spring Term of Years 6, 11 &amp; 14</p>	<p>EHC Team proactively identifies and troubleshoots any areas of delay.</p>
<p>FEBRUARY - MARCH Spring Term of Years 6, 11 &amp; 14</p>	<p><b>31st MARCH</b> Statutory deadline for issuing Amended Final EHC plans for phase transfer children and young people going into Y7, Y12 and Y15 in September.</p>