Key dates and activities for those with an EHCP or who need SEN support

The table below is a timeline which highlights things for parents and carers and carers to think about when a child is due to transfer to a secondary school and is followed with links to information and resources for children and young people that have an Education, Health, and Care Plan (EHCP) or need SEN support.

**Summer term (children in year 5)**

Throughout the summer term some secondary schools hold open days which are open to parents and carers and pupils of years 5 and 6.

**Half term - late May or early June**

Preparation for the phase transition annual review.

**Autumn term (children in year 6)**

Throughout the autumn term secondary schools hold open days which are open to parents and carers and pupils of years 5 and 6.

**1 September**

Via the [parents and carers portal](https://admissions.warwickshire.gov.uk/Synergy/Enquiries/Citizen/citizen.aspx/admissions-signin), express their preferred choices of school for children and young people with an EHCP currently in year 6 (age 10 to 11-years-old) due to transition to secondary school. Parents and carers of children who are currently undergoing an Education Health Care Needs Assessment (EHCNA) should also express their choice of schools. Your contact in SENDAR will be able to support and advise you.

**By the first week of October**

If a child already has an EHCP a phase transition annual review meeting should have been held. Otherwise, if your child requires SEN support or they are still waiting for ECHNA to be agreed, a transition planning meeting with the feeder and receiver schools and parents and carers will take place.

**Within 10 days of the annual review meeting**

All annual review paperwork to must be sent to SENDAR.

**Mid/late autumn term**

SENDAR consults with schools, including parental preference(s).

**Spring term**

**On or before 15 February**

Final EHCP issued with named SEND setting to parents and carers and schools. **Parents and carers have a two month deadline from the date of issue of the final EHCP to appeal against the plan to the First Tier SEND Tribunal**.

**April**

Primary school SENCos complete the pupil transition form for relevant pupils and pass on to the secondary school/setting.

**Summer term**

**May to July**

An enhanced transition package is put in place and begins if required.

**During July**

shools organise a transition evening/open day for children and young people and their parents and carers to support successful transitions.

**Autumn term**

A post-transfer meeting (could be virtual) to be held between the primary and secondary or secondary and post-16 setting to discuss initial transition, successes, and challenges.

Further information can be found at <https://www.warwickshire.gov.uk/applying-secondary-school-place> and <https://www.warwickshire.gov.uk/education-send/transition-secondary-school/4>