

Processes for Secondary School Entry Sept 2025 for Children WITH EHCPs

(for school information only – not to be sent to parents)

Year 5 EHCP students for transfer to secondary Sept 2025		
The LA recommend that parents go and see the schools of preference as soon as they can. Most secondary schools have open evenings Sept and October each year. This means that parents of children with EHCP's should visit secondary schools in Yr4 & 5 to get a 'feel for the school' that they would like as their preference.		
Dates	What do parents/ school need to do?	Outcome
<p>March – July 2024 (yr5)</p> <p>The transition team will start sending out the letters to parents for consultations to schools of 'preference' from April 24</p> <p>Parents will be asked to reply with their preferences by 31st May 24 although they can ask for more time if needed.</p> <p>Parental preference is not guaranteed as it is up to the incoming school to decide if they can meet need.</p> <p>Note: preference is not choice – it is the indicated <i>preferred</i> school.</p>	<p>The PCAR for yr 5 should be completed by the end of term 6 2024. – TSE preference form attached (already sent to parents). If possible, please could you complete the preference form with parents if not completed and email to Gill and Pamela).</p> <p>School: Whilst completing the year 5 PCAR, please look at the outcomes and set new outcomes, including for KS 3 during the PCAR meeting (this must be as up to date as possible please).</p> <p>Email PCARS to: pcars@medway.gov.uk & Pamela.hunter@medway.gov.uk; gill.mace@medway.gov.uk</p> <p>Email subject line: TSE 2025 Name of School, child's initials Yr group.</p> <p><u>Please tell parents of children with EHCPs NOT to use the online Medway Allocation portal.</u></p> <p>Parents to name preferred schools, however please note: Mainstream primary placement – the LA will always consult with mainstream and / or mainstream + resource provisions. Specialist primary placement – the LA will always consult with specialist provisions.</p>	<p>Year 5 PCAR to have discussed transition school preferences with parents and clearly noted on the Annual Review paperwork.</p> <p>Parents will be considering secondary school preferences and visiting schools as applicable.</p>
<p>April – July 2024 (yr 5)</p>	<p>All year 5 PCAR's to be completed (as above).</p>	<p>Amended EHCP drafts will be sent out for checking to parents and any</p>

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<p>PCARs to be completed (based on the previous year and projecting outcomes for KS3 – please send by end of yr5).</p> <p>The SEN officers will be collating the PCARs and amending the EHCPs ready for amended drafts to be sent out - any queries should have been discussed at the PCAR meeting previously.</p>		<p>amendments must be notified to the officer <i>within 15 days</i>.</p> <p>The SEN officers will update the plan, based on evidential information and PCAR amendment requests. There may be updated discussions with parents regarding the plan and the KS3 outcomes, if needed.</p>
<p>June – October 2024 (yr5/6)</p> <p>Schools will be consulted for secondary placements over this timescale and responses logged.</p>	<p>Parents will be contacted when all responses have been received and will be either asked for more school names/the LA will suggest schools/a school will be chosen to confirm.</p> <p>This takes time – please tell parents to wait for notification.</p>	<p>Lists will be compiled for all schools and specialist schools that have agreed that they can meet need for each student.</p> <p>Further consultations will go out if ‘preferred schools’ are unable to meet need.</p> <p>Placements will always be considered on need, not first come first served.</p>
<p>October - November 2024</p>	<p>Meeting of all specialist heads and the LA transition team and senior lead to consider the placements of children in Medway specialist schools. Confirmation required that they can still meet need based on any additional information brought forward at the meeting.</p> <p>Potential meeting with mainstream secondary Senco/head of inclusions to explain the process and ask for greater adjustments and acceptance of children with EHCPs.</p>	<p>Commencement of all EHCP plans to be amended to finalise them. Final EHCP’s to start to be prepared naming the school placement for Sept 2025.</p> <p>If we have certain confirmations, after the TSE school meeting in October, we will be notifying parents of school placements such as Bradfields, Abbey Court etc earlier than other schools (usually these are continuing or profound specialist schools).</p>
<p>December 2024 ongoing</p>	<p>This takes time – please tell parents to wait for notification.</p>	<p>Some finalised plans will continue to be sent out – these will usually be the</p>

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<p>In some instances, students may not be placed by this stage; their plan will state 'mainstream or specialist' based on their previous school and/or the professional panel decision.</p>		<p>'through schools' or absolutely confirmed placements.</p>
<p>January 2025</p> <p>The LA aim is for parents to be notified of placement for Sept 2025 by 31 January 2025.</p>	<p>The majority of parents will be notified, either by receiving the final EHCP naming the school, or by email confirming the placement.</p> <p>Parents; please do not contact Medway LA before the 31 January 2025 for any confirmation.</p>	<p>The transition team will continue to seek any outstanding placements until they have been finalised.</p> <p>The finalised plans will continue to be sent to schools and parents as we receive further confirmations of placement.</p>
<p>February 15th 2025</p> <p>The statutory deadline for secondary transfer for children with EHCPs</p> <p>March 1st 2025</p> <p>The statutory deadline for secondary transfer for children without EHCPs</p> <p>You will note that children with EHCPs and parents will be notified 2 weeks ahead of general admissions.</p>	<p>If for some reason parents have not had the finalised plan and/or received an email by 15 February please contact:</p> <p>sentransitions@medway.gov.uk Pamela.hunter@medway.gov.uk Gill.mace@medway.gov.uk</p> <p>If a parent chooses to appeal the allocated secondary placement - appeals are taking up to one year to be heard, although the LA will try to resolve placement decisions before Autumn term 2025.</p>	<p>The transitions team will work hard to keep in contact with all parents, email is the best contact, and we will endeavour to call or email back within 3 working days.</p> <p>Once the finalised plan has been issued, the letter of finalisation will also be issued. This letter has information to compliment, give feedback or appeal the Section I placement.</p>