

Transfer to Secondary Education September 2025 - Frequently asked questions.

Please find below frequently asked questions and responses regarding the Medway SEN transfer process.

Please note: All correspondence with you going forwards will be via email.

1. Is there a deadline for me to complete school preferences?

Yes. Please complete preferences **by 31 May 2024**

2. Can I name a special school as one of my preferences if my child attends a mainstream Secondary school?

Yes. You can name any school as one of your preferences. However, the Children and Families Act 2014 secures the general presumption in law of mainstream education in relation to decisions about where children and young people with SEN should be educated. Therefore, the local authority will explore the possibility of your child attending a mainstream school. Children who attend specialist primary schools will take precedence over mainstream primary students. Any child who attends a mainstream primary school will automatically have a consultation with the local secondary school to their home address.

3. Can I name an independent (private) school as one of my preferences?

Yes. The local authority may also consult with its own maintained provisions to ascertain suitability. The local authority will look to place children in schools as locally as possible. The local authority cannot agree to name an independent (private) school on your child's EHCP if a local, maintained provision can meet your child's needs and offer placement.

4. Do I have to name three schools on my school preference application?

No. You do not have to name three schools on the school preference application. However, if your preferred school is not able to offer placement, the local authority will refer to local maintained and/or independent (private) provisions as it considers appropriate. You will be notified of this via email.

5. Will I be advised if the local authority sends additional consultations to schools?

Yes. A member of the Medway Special Educational Needs (SEN) Team will advise of any additional consultations to schools that the local authority makes/intends to make. These will be as well as consultations to your schools of preference.

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

Yes. Medway SEN Team will refer to the school, via the appropriate Kent SEN Team, as part of the formal consultation process. Please be advised that Kent prioritise their own children for school places before considering those from other authorities and rarely are there offers of placement to Medway children.

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

You should be advised of school placement by the end of January 2025 via email. Please check your email Junk folder as the allocation email may be there and will come from a Gov.uk email address.

8. When is the deadline for the EHCP to be updated/amended to include school placement or 'type of school'?

15 February 2025. There will always be instances where securing an appropriate school place takes a little longer. You will be advised if the process is likely to exceed this deadline, in this instance EHCPs will be updated as 'specialist' or 'mainstream' placements.

9. What happens if I am not in agreement with the school allocated to my child?

You can appeal the school named at Section I of the amended EHCP once it has been issued as an Amended Final EHCP. The letter should be with you by 15 February 2025. Details of how to appeal will be detailed in the letter which accompanies the Amended Final EHCP.

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

Yes. If you would like to apply, please see the following link to apply online after April 2024:

https://www.medway.gov.uk/info/200170/children_and_families/475/special_education_needs_travel/1

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

You can do this once your child's school has been confirmed and the Amended Final EHCP has been issued naming the school at Section I.

Parental preference for Transfer to Secondary Education in 2025 for children with Education, Health and Care Plans



All parents/carers of pupils who have Education, Health and Care Plans due to transfer to Secondary education in September 2025 must complete this form for their *preference* of school for Sept 2025, as the right to express a preference for secondary school.

Personal details

Pupil's name:	Date of birth:
Parent/guardian name:	Contact number:
Parent/guardian email:	
Home address:	
Pupil's current school:	

Parent/guardian choice for Secondary education

1 st Preference:
2 nd Preference:
3 rd Preference:

Notes:

Medway Council has responsibility for admission arrangements for all pupils who have Education, Health and Care (EHC) Plans.

Please return the completed form by **31-05-24** to: Gill.mace@medway.gov.uk or/and Pamela.hunter@medway.gov.uk