

**SECONDARY TRANSFER 2024:
INFORMATION BOOKLET FOR CHILDREN
WITH EDUCATION, HEALTH & CARE (EHC)
PLANS**

**Barking &
Dagenham**

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1. Introduction

- 1.1 We know that your child's move into secondary school education can be an anxious time, so this booklet has been put together to help guide you through the secondary transfer process for pupils with EHC Plans in Barking & Dagenham.
- 1.2 If you are interested in a particular secondary school, you should contact the school to arrange a visit; the Special Educational Needs Co-ordinator (SENCo)/Inclusion Manager from your child's current school will be able to help you with this.
- 1.3 You may have already been given advice on the type of secondary school suitable for your child through discussion at an Annual Review meeting, however it is still important that you visit potential schools where possible and speak to their special needs staff to help you to make informed decisions about your preferences.

2. Process

- 2.1 You have the opportunity to state your preference(s) for a school using the preference form included with your letter.
- 2.2 If any of your preferences are for a school in another Local Authority, you must still complete the provided form and name the school(s) in Part 2 of the form; we will approach the school and other local authority (LA) on your behalf to seek a view on the suitability and availability of a place.
- 2.3 A school place will be allocated to your child in accordance with the SEND Code of Practice (2015). So if you make a request for a particular school we must comply with that preference and name the school unless:
 - it would be unsuitable for the age, ability, aptitude or SEN of the child or young person, or
 - the attendance of the child or young person there would be incompatible with the efficient education of others, or the efficient use of resources
- 2.4 Should your child currently be educated in mainstream primary school setting, and you are asking the Local Authority (LA) to consider a secondary special school placement, evidence will be required to indicate a significant change in needs or required provision to warrant such a placement. Such information would be taken from the most recent Annual Review information/and or recently provided professional advice.
- 2.5 You will be given the opportunity to make representations and to discuss any queries you have with your named EHC Co-ordinator about the school allocated or the content of the EHC Plan.

3. Meeting your child's needs

- 3.1 **Mainstream Schools:** Most children and young people with EHC Plans attend, and have their needs met in, their local mainstream Infant/Primary school. Resources and funding are provided within their budget with additional top-up funding provided where required to meet their needs. Schools in Barking and Dagenham have a long history of promoting inclusion and this allows children to attend their local school. Details on all Barking and Dagenham schools can be found at www.lbbd.gov.uk/schools-and-learning/schools-borough.

- 3.2 **Mainstream Additionally Resourced Provision (ARP):** As part of the Barking and Dagenham SEND Local Offer, arrangements have been made for Additionally Resourced Provision (ARP) in some of our mainstream schools.
- 3.3. An ARP is a provision, within a mainstream school, designed to provide specialist and targeted support for children with long term special educational needs. They can offer:
- teaching staff with additional knowledge, skills and expertise in a particular area of SEN;
 - specialist environments which support the learning needs of each pupil;
 - systems to track small-step progress;
 - lessons in mainstream classes, but with additional specialist resources and teaching;
 - additional educational psychologist and specialist health input as necessary
- 3.4 ARPs are small-scale, typically providing for between 10 and 20 pupils in primary schools and up to 30 in secondary schools. ARP pupils are supported in their own year groups. Pupils will spend time within the designated ARP classroom and their time in their mainstream class will be agreed so that their access is fully successful. This approach enables each individual to receive the particular support that they need, at the appropriate age-related level in the most appropriate setting.
- 3.5 Each ARP specialises in a particular area of special educational needs. Each ARP is an integral part of the school.

Autism or Complex Social Communication:

- Barking Abbey School
- Jo Richardson Community School
- Sydney Russell Secondary School

Complex Learning needs:

- Barking Abbey School
- Dagenham Park Church of England School
- Warren Comprehensive School

Deaf and Hearing Impairment

- Eastbury Comprehensive School

Speech, Language and Communication:

- Eastbrook Comprehensive School

- 3.6 **Special Schools:** As part of the Barking and Dagenham SEND Local Offer, arrangements have been made for specialist provision to meet the needs of our most complex children and young people.

Trinity Special School

Children and young people with profound and multiple learning difficulties, and severe learning difficulties.

Riverside Bridge

[Riverside Bridge](#) is an inclusive school where every child is valued and supported to achieve as full and independent life as possible.

Pathways School

Pathways School is a school for young people who have social, emotional and mental health needs.

- 3.7 All schools have their own prospectus, booklet or school website that explains the curriculum, facilities and what they aim to achieve for their pupils, along with the school's local SEND offer to pupils with identified special educational needs.
- 3.8 We recommend that you visit those schools that you believe offer the type of provision that will meet your child's special educational needs. It would be advisable to involve the SENCO from your child's current school. Visiting schools and attending open days will give you the chance to talk to teachers and existing pupils before making your decision.
- 3.9 Further information can also be found on the Barking and Dagenham SEND Local Offer website www.lbbd.gov.uk/children-young-people-and-families/local-offer

4. Completing the Preference Form by 20th October 2023

- 4.1 **Part 1:** Check that your child's details in Part 1 of the form are correct.
- 4.1.1 If the pre-printed address is incorrect, write the correct address in the space provided and attach proof of residence, such as a recent utility bill etc.
- 4.2 **Part 2:** Enter the names of the schools in the order of your preference.
- 4.2.1 If any of your preferences are for a place in one of the mainstream ARP places, please ensure you clearly indicate this.
- 4.2.2 If your child has a sibling on roll at any of your preferences and will still be in attendance in September 2024; you need to put the name and date of birth of the sibling in the boxes next to the relevant school name.
- 4.2.3 We would encourage that you have discussed your preferences with your child's current school SENCO.
- 4.2.4 If your preferences are schools in another LA, you still need to put them on the form provided form. Barking and Dagenham LA is required to consult the school and its maintaining LA regarding your request. Please remember that other LAs may not be able to offer your child a place. Therefore, it is advisable to also consider a Barking and Dagenham LA provision.
- 4.3 **Part 3:** Provide information you think is relevant to your preference(s), attaching any additional sheets or documents, if you wish.

- 4.4 **Part 4:** Fully complete the parent carer details, ensuring that the form is dated and signed.

5. If you do not submit a completed preference form

- 5.1 If you do not submit a EHC Plan Secondary Phase Transfer 2024 Preference Form, we will:
- seek advice from your child's current school;
 - consider all information available such as the most recent Annual Review and current EHC Plan;
 - proceed with consultation with the closest appropriate school setting in order to secure a placement.

5.2 It is therefore important that you express a preference of a named school for your child.

6. How places are allocated

6.1 School places are allocated in accordance with the Children and Families Act 2014, which requires that a decision is made after taking into account the child's special educational needs, parental preference and the formal view of the schools requested.

6.2 Barking and Dagenham LA is required to comply with parental preference for a maintained school unless:

- it would be unsuitable for the age, ability, aptitude or SEN of the child or young person, or
- the attendance of the child or young person there would be incompatible with the efficient education of others, or the efficient use of resources

6.3 School places are only allocated on the basis that the setting can meet the child's special educational needs. However, with increasing demand for specialist places we may need to review all relevant factors to ensure that children have a suitable education placement. Factors may include children where only one setting is suitable, whether the child is in care, proximity to the school, whether siblings are already attending that specific school. Every effort is made to align this with parental choice but this cannot be guaranteed if demand exceeds places available in a specific ARP or special school.

7. Notifying you of the school we are proposing to allocate

7.1 You will be sent a letter of intent, along with a Notice of Amendment, in the week beginning 11th December informing you of the proposed school to be allocated. This will explain how you can make representations to Barking and Dagenham Local Authority if you disagree with or have any concerns about the proposed school place before a final/amended final EHC Plan is issued. Representations and comments needed to be provided within 15 working days.

7.2 Following the review of any representations we will finalise the school named in your child's Education, Health and Care Plan on or before 15th February 2024

8. Representations

8.1 You will have an opportunity to speak with someone in the EHC Team if you have concerns about the content of the proposed EHC Plan and the school that has been allocated. We will work with you to identify the best way forward and to resolve any issues that may arise.

9. Special Educational Needs and Disability Information, Advice & Support Service (SENDIASS)

9.1 Carers Centre SA Ltd provides comprehensive, quality, and impartial advice to parents of and young people and children with special education needs on all aspects of education. They will therefore be able to advise you how decisions are taken in relation to transfer to secondary schools and how you can raise any concerns you may have regarding the proposed school or content of the EHC Plan.

For more information you can contact:

By telephone: 020 8593 4422

Website: www.carerscentre.org.uk

10. Travel Assistance

- 10.1 The majority of Barking and Dagenham pupils with an EHC Plan do not receive, nor require specialised travel assistance from the LA. Wherever possible the LA expects parent carers of pupils to make arrangements for their child to attend school in the same way as parent carers of pupils without special educational needs.
- 10.2 If your child goes to a school more than three miles from your home (measured by the nearest available walking route), you may qualify for financial help to support you with arrangements for your child to get to and from school.
- 10.3 Additional travel assistance support can be considered for children and young people who are resident within Barking and Dagenham, and for children in the care of Barking and Dagenham Council and who:
- i) have complex special educational needs, a disability or mobility problem as identified through the education, health and care needs assessment; and
 - ii) are of statutory school age, which is between five years of age and up to the last day of the school year when the child reaches sixteen years of age.
- 10.4 If you choose to send them to a school further away from your home, then you will be responsible for ensuring that your child is able to make the journey or be appropriately supported to make the journey to and from the school you have requested.
- 10.6 Further information can be found in the Home to School Travel Assistance Policy, which can be accessed at www.lbbd.gov.uk/local-offer or requested from the Transport Commissioning Team at transport.request@lbbd.gov.uk.

11. Timetable

By end of Summer Term 2023	Annual Review meetings held for Year 5 pupils to discuss the transition to secondary school placements with particular focus on necessary provision and planning.
By 20 October 2023	Your completed preference forms should be returned to: <ul style="list-style-type: none">- EHCTransfers@lbbd.gov.uk (reference in subject line); or- Education, Health & Care Team, Barking Town Hall, Town Hall Square, Barking IG11 7LU
w/c 6 November 2023	Barking & Dagenham LA formal consultation with the governing body, proprietor, or principal of your preferred secondary school(s). This will include the Local Authority for the school if not maintained by LBBD.
w/c 20 November 2023	Barking & Dagenham LA consideration of consultation responses and provisional allocation of placements made.
w/c 11 December 2023	Notice of Amendment and letter of intent will be sent you, identifying any proposed amendments to current EHC Plan and the intended secondary school to be named in Section I. You will have an opportunity to make written representations to the proposals.
w/c 1 January 2024	All representations from parents, carers and schools considered, and potential further action identified
By 15 February 2024	Amended Final EHCPs issued naming secondary placement for September 2023.