

Bracknell SEND Team

☐01344 354039

e-mail: SEN.Education@bracknell-forest.gov.uk

29/10/24



Dear Parent/ Carer,

TRANSFER FROM SECONDARY SCHOOL TO POST-16 FOR A YOUNG PERSON WITH AN EDUCATION, HEALTH AND CARE PLAN

We are writing because your young person will be progressing into the next phase of their education at the end of the academic year 2024-2025, and we wish to provide you with advice and information about this process. This is called '**phase transfer**'.

Legally, all pupils who are transferring from secondary school to a post-16 institution (college, for example) MUST have their Education, Health and Care plans reviewed, amended and finalised naming their next setting by 31st March of the calendar year of transfer. This means that to meet those timescales, all pupils must receive their Year 11 annual review by the end of the Autumn Term of Year 11. SEND Officers in Bracknell Forest have made schools aware of this requirement and will make all best endeavours to attend those reviews for young people.

Once the Year 11 review is received by the Local Authority, Bracknell Forest SEND Team will amend the EHCPs and prepare them for consultations with preferred post-16 settings.

Following this there is a period of consultation and then Decision Making Groups convene to discuss, where necessary, appropriate placements. Plans are finalised naming the next setting by 31st March 2025.

Year 11 Reviews

Your young person's Year 11 review should take place by Christmas and will include:

- Young person and parent views.
- Recommended amendments to sections of the EHCP - including detail regarding the 4 areas of preparation for adulthood (PfA): Education, Training and Employment; Independent Living; Friends, Relationships and Community; and Maintaining Good Health.
- New or amended outcomes for Post-16 – again, this should be aligned with PfA.
- Transition arrangements needed and detailed as outcomes and provision where required.
- Attainment and progress
- Preferences for post-16 placements
- Any other relevant advice and information (i.e. reports/ advice from associated professionals)

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It is really important that the review captures the changes required to the EHCP so that we can ensure that the plan is as up to date as possible.

Preferences and Consultations

You are probably already considering which post-16 settings you are likely to choose for your young person. It is good to start thinking about this as soon as possible. Colleges will be starting to share details regarding open days/ evenings on their websites and this is a good place to start if you are still uncertain. Additionally, there are a number of ways to find post-16 settings in the area:

- [Can-Do | Bracknell Forest \(bracknell-forest.gov.uk\)](http://bracknell-forest.gov.uk)
- [Bracknell Forest Directory | Additional Needs Info Hub \(SEND Local Offer\) \(fsd.org.uk\)](http://fsd.org.uk)
- [Get Information about Schools - GOV.UK \(get-information-schools.service.gov.uk\)](http://get-information-schools.service.gov.uk)

It may also be helpful to know that Bracknell-Forest Council are intending to host a Preparation for Adulthood Roadshow at Bracknell and Wokingham College, as they did last year, on Wednesday 15/01/2025. This could support your young person's decision-making if they are still unsure or help to inform their future pathways. Planning for this event is underway and full information about it will be made available in the coming weeks.

Ideally, where possible, we require all young people / parent preferences to be received by January, so want to provide you with different methods of providing these to us so that we can commence the consultation process immediately after the Christmas break. The different methods are:

- You can express your preferences via the attached form
- You can also detail your preferences in the upcoming annual review
- Additionally, you can email the SEND Team via sen.education@bracknell-forest.gov.uk or contact your SEND Officer directly with this information should you wish to
- Your SEND Officer will also contact you by phone, in advance of the Christmas holidays, to follow up if they have not received anything by that time

Please be aware that the Local Authority will also consult with the nearest appropriate mainstream college, where there is currently no agreement for a young person to be educated in a different type of setting.

Please note, while the consultation process can secure a place at a college, it will not guarantee access to a specific course. This is determined by each young person applying for and meeting the entry requirements for their chosen course. We STRONGLY advise that young people make their applications to colleges/ post-16 settings as soon as possible, to avoid disappointment regarding specific courses, even if they are still undecided.

Placements

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On the most part, young people with EHC plans will continue within mainstream education, alongside their peers and the consultation and placement process will be straight-forward. You have an absolute right to request that your young person accesses education through their local further education provider. The Local Authority will always support this, except for where it is incompatible with the efficient education of others and there is nothing that the school or LA can do to remove that incompatibility.

Where there is a request for a different 'type' of provision to that which your young person has been accessing so far (e.g. a move to a specialist post-16) there will be a Decision Making Group convened to discuss each case individually and to determine what provision, if specialist is agreed, would be appropriate.

It is important to note that where a young person is currently in a mainstream setting, they will be expected to transition to their nearest appropriate mainstream post-16 provision alongside their peers, unless there is clear evidence that is provided to demonstrate that mainstream education is not appropriate OR the course that they wish to access cannot be accessed through their local further education provider. This is because every young person has a right to mainstream education and within their local community, which has lots of benefits including social relationships, ease of travel and can help home/setting liaison. Where a different type of setting is identified, again this will be the nearest appropriate.

All decisions will be made ahead of the 31st March 2025 deadline. Education, Health and Care plans will be finalised naming an appropriate setting by 31st March so that transition arrangements can commence. You will receive written confirmation of the placement allocated ahead of the 31st March deadline where possible. We hope that you will be satisfied with the named setting, but if you are not in agreement, you will be afforded right of appeal at that time (at the latest).

Transport

Eligibility for transport is determined according to a range of criteria. Where a parent preference is for a setting that is not considered the nearest appropriate, there is **no guarantee of transport, for your young person, so please bear this in mind.** Additionally, entitlement to transport undergoes further scrutiny when a young person reaches post-16. For further information about eligibility criteria, please see the BFC School Transport website: [School transport | Bracknell Forest Council \(bracknell-forest.gov.uk\)](http://bracknell-forest.gov.uk)

Timeline for Phase Transfer Process:

By end of Autumn Term 2024-25	A majority of Year 11 annual reviews will have been held. EHCPs may already have been amended, depending when the annual review was convened.
By w/c 6 th January 2025	Parents/Carers need to have informed the SEND Team of all parent preferences in relation to post-16 settings (if this has not already been shared via review or other means).

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By w/c 13 th January 2025	All Year 11 plans will have been amended ready for consultation to take place.
By 31 st January 2025	SEND Team will have sent out all consultations for post-16 placements to settings (in line with parent preference and LA view)
By mid February 2025	Settings will need to have sent back all consultation responses to the SEND Team. (The SEND Team will be actively chasing these where applicable)
By the end of February 2025	The SEND Team will co-ordinate Decision Making Groups to consider all requests for change of type of setting.
By 15 th March 2025	All EHCP's will be revised naming post-16 placement by the SEND Team. These will then be sent to parents and current settings, and receiving post-16 settings before the March 31 st deadline
By 31 st March 2025	Where possible, all Year 11 EHCP's will name placement for post-16 and all rights of appeal will be afforded

Other information and support

Your young person's current setting will always be happy to support you, and local settings will accommodate your visits and any questions you have about their provision. Open days are published on college/ provider websites, and specific settings will be able to give you up to date information by phone.

Additionally, we hope that this initial information outlining the process is useful and clear. We wish to reassure you that the SEN Team is available to answer any queries you may have and will liaise with you as necessary throughout this process. Further impartial advice can also be obtained from the Information, Advice and Support Service ([Home - Bracknell Forest IASS](#)) on ☐ 01344 354011 or email: iass@bracknell-forest.gov.uk.

Yours sincerely



Suzi Austin-Brookes
SEND Service Lead

If you have a disability or long-term condition and require a reasonable adjustment to communicate with us, please let us know.

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Transfer from Year 11 to Post-16 Pupils with an Education, Health & Care Plan

This form should be completed at a transition review meeting in respect of a pupil with an Education, Health & Care Plan under the 2014 Children & Families Act who is due to Post-16 education in September 2025.

Please complete this form in **BLOCK CAPITALS** in black ink only

Section 1: Young Person's Details

Please complete Section 2 over the page.

- I certify that I am the person with parental responsibility for this pupil who lives permanently in Bracknell Forest.
- I confirm that I wish the settings referred to overleaf be considered for naming on my child's Education, Health & Care Plan.
- I understand that Bracknell Forest Local Authority (LA) will consult as required under the provisions of the Children & Families Act 2014 and the DfES guidance on Special Educational Needs before naming a school on my child's EHC Plan.

Parent/Carer signature _____ Date _____

Please return the completed transfer form (including any updated reports) to: Via Post or Email

SEND Education

Sen.Education@Bracknell-Forest.gov.uk

Time Square

Market St

Bracknell, RG12 1J

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Section 2: Parents'/ Carers' Young person' preferred choice of Post-16 setting

Please give your first and second preference in order.

In the event you only wish to express one preference and the Local Authority is unable to provide a place at this school because:- a) it would be unsuitable to the pupil's age, ability or aptitude or identified special educational needs; or b) inclusion at the school would be incompatible with the efficient education of other pupils, or the efficient use of resources, the Local Authority will consider an appropriate alternative.

First Preference:

Complete Name of Setting:

LA Borough:

Reasons for this preference (e.g. siblings attending, closeness to home, or any other reasons):

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.....
.....

Second Preference:

Complete Name of Setting:

LA Borough:

Reasons for this preference (e.g. siblings attending, closeness to home, or any other reasons):

.....
.....
.....

Please return the completed transfer form as advised in the attached letter.

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