

Bracknell SEND Team

01344 354039

e-mail: [SEN.Education@bracknell-forest.gov.uk](mailto:SEN.Education@bracknell-forest.gov.uk)

11/11/2024



Dear Young Person and Parent/ Carer,

**DESTINATION INFORMATION:**  
**TRANSFER BETWEEN POST-16 SETTINGS OR OUT OF EDUCATION FOR A**  
**YOUNG PERSON WITH AN EDUCATION, HEALTH AND CARE PLAN**

We are writing because you will be progressing into the next phase of your adulthood pathway 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 students who WISH to transfer between post-16 settings (e.g. from a sixth form or post-16 provision in a school to a further education college) or intend to leave their settings at the end of the academic year for higher education; employment or simply do not want to continue in education, MUST have their education, health and care plans reviewed, amended and finalised naming the new setting (if appropriate) or notified of cease by the 31st of March of the calendar year of transfer. This means that to meet those timescales, all students must receive their Year 13/14 annual review by the end of the Autumn Term of Year 13/14. Schools / setting are aware of this requirement and SEND officers will make all best endeavours to attend those reviews for young people.

Once the Year 13/14 review is received by the Local Authority, Bracknell Forest SEND Team will review the paperwork; amend the EHCPs and prepare them for consultations with preferred settings if needed.

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 31<sup>st</sup> March 2025.

Alternatively, if appropriate, the Local Authority will commence the cease process by March 31<sup>st</sup> and the EHCP will cease to be maintained at the end of the academic year.

**Year 13/14 Reviews**

Year 13/14 review should take place by Christmas and should include:

- Young person and parent views.
- Recommended amendments to the 4 areas of preparation for adulthood (PfA): Education, Training and Employment; Independent Living; Friends, Relationships and Community; and Maintaining Good Health.
- Review of outcomes including confirmation of outcomes achieved or amended, aligned with PfA.

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- Attainment and progress.
- Destination information for September 2025 so decisions on amending an EHCP may be considered.
- Any other relevant advice and information (i.e. reports/advice from associated professionals).
- WHERE INVOLVED, care plans and support/ pathway planning from appropriate adult social care.

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.

### **Destination Information**

You are probably already considering your next steps. It is good to start thinking about this as soon as possible. Additionally, you can find out your post 18 options:

- [Bracknell Forest Directory | I am a young person](#)
- [Bracknell Forest Directory | Additional Needs Info Hub \(SEND Local Offer\) \(fsd.org.uk\)](#)

It may also be helpful to know that on Wednesday 15/01/2025 Bracknell Forest Council are intending to host a Preparation for Adulthood Roadshow at Bracknell and Wokingham College, as they did last year. This could support your decision-making if you are still unsure or require help to consider your 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 your destination information to be received by January 2025, so want to provide you with different methods of providing these to us. The different methods are:

- You can express your preferred destination via the attached form.
- You can also detail your preferred destination in the upcoming annual review.
- Additionally, you can email the SEND Team via [sen.education@bracknell-forest.gov.uk](mailto: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 note, if you are considering a college course – you are required to apply for and meet the entry requirements for their chosen course. We STRONGLY advise you make applications to colleges/ post-18 settings as soon as possible, to avoid disappointment regarding specific courses, even if you are still undecided. The LA consultation process can secure a place at a college but will not guarantee access to a specific course.**

### **Destinations**

Possible options for young people aged over 18 with an EHC Plan are:

- Higher education (HE)
- Employment

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- Support from adult social care
- College
- Another Post-16 setting which offers appropriate progression.

It is important to note that continuation of an EHC plan for Post-18 students is based on progression and evidence that additional time is required to complete their chosen education and training. This does not include sideways or backward steps in courses, i.e. achieving a Level 2 course in one subject and then choosing to move onto another Level 2 course or back to a Level 1 course. If you have completed a Level 2 course, you would be expected to move into an appropriate Level 3 pathway (either a course or an apprenticeship) or into employment if appropriate.

Please note your EHCP may cease at the end of the academic year, in July 2025, if you are moving onto HE; employment; choose to no longer want education or social care.

Where there is a request for a different ‘type’ of provision to that which you have been accessing so far (e.g. a move to a specialist setting) 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.

All decisions will be made ahead of the 31<sup>st</sup> March 2025 deadline.

### **Transport**

Eligibility for transport is determined according to a range of criteria. Where your preference is for a setting that is not considered the nearest appropriate, there is **no guarantee of transport, so please bear this in mind**. Additionally, entitlement to transport undergoes further scrutiny when a young person reaches post-18. For further information about eligibility criteria, please see the BFC School Transport website: [School transport | Bracknell Forest Council \(bracknell-forest.gov.uk\)](http://School%20transport%20|%20Bracknell%20Forest%20Council%20(bracknell-forest.gov.uk))

### **Timeline for Phase Transfer Process:**

By end of Autumn Term 2024-25	A majority of Year 13/14 annual reviews will have been held.
By w/c 6 <sup>th</sup> January 2025	Young People and Parents/Carers need to have informed the SEND Team of post-18 destinations.
By w/c 13 <sup>th</sup> January 2025	If required, Year 13/14 plans will have been amended ready for consultations to take place.
By 31st January 2025	SEND Team will have sent out consultations for post-18 placements to settings (in line with your 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)

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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 31 <sup>st</sup> March 2025	Where possible, young people will be informed of the decision for September 2025. If needed, Year 13/14 EHCP's will name placement for post-18 and all rights of appeal will be afforded.

### **Other information and support**

Your current setting will always be happy to support you to consider the next steps

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](mailto: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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# Destination Information for Post 18 Students with an Education, Health & Care Plan

This form should be completed in respect of a student with an Education, Health & Care Plan under the 2014 Children & Families Act who is due to be Post-18 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 live permanently in Bracknell Forest.
- 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 setting on my EHC Plan.
- I understand that the LA may cease my EHCP.

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](mailto:Sen.Education@Bracknell-Forest.gov.uk)

Time Square

Market St

Bracknell, RG12 1J

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## Section 2: Young person Destination

**Destination:**

**HE / Employment / Adult Social Care / Don't want education / Post 18 Setting  
(please delete as appropriate)**

**Reasons for this destination**

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

**If requesting Post 18 setting**

**Name of Setting:**

\_\_\_\_\_

**LA Borough:**

\_\_\_\_\_

**Reasons for this destination**

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

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

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