



Secondary Transfer

Cheshire West and Chester 2024 - 25

LEAR, Jonathan

Introduction

The transfer to Secondary School for children with Education, Health and Care Plans in Cheshire West and Chester.

Dear Parent / Carer

We appreciate that your child's move to secondary school education can be an exceptionally anxious time. This booklet has been put together to help guide you through the secondary transfer process and will look to answer any questions you may have.

The booklet tells you about the type of secondary education that is available in Cheshire West and Chester, and about how you go about expressing your preference for individual schools.

Most children and young people with Education, Health and Care Plans attend and have their needs met within their local mainstream secondary school. Section 7 of this booklet provides some details about these mainstream secondary schools. For a small number of children specialist provision may be required, section 7 of this booklet will provide some information around the type of specialist provision available within the Local Authority.

If you are interested in a specific secondary school you can visit if one can be arranged or alternatively consult the school website to find out when the school has its open day. The Special Educational Needs Coordinator (SENCO) at your child's current school will be able to help with this.

You may have already received some advice relating to your child's secondary education provision through discussion in year 4 or during your child's year 5 transfer review. It is still important that you visit potential schools and speak to their SEN Staff to ensure you are clear on your choice of provision.

If after reading this booklet, you need any further advice or support you should firstly consult with the SENCO at your child's school, you can also contact the SEN Team via email at senteam@cheshirewestandchester.gov.uk

The SEN Team will carefully consider your preference and all students will have an allocated secondary school by 15th February 2025.

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How does the secondary transfer process work?

The secondary transfer process begins when your child is in year 4. It is advisable at this point that you as parents begin the process of considering which school you would like for your child when they transfer to secondary education. We recommend that you go to open evenings at your local secondary schools and use the Cheshire West and Chester Local offer to explore the range of provision that is available within our Local Authority. This will help you make an informed preference about where you feel may be the most suitable destination for your child. It will also prepare you for the discussion that will take place during the year 5 transfer review that is held for every child with an education, health and care plan in the Spring term of year 5.

During the Year 5 transfer review your child's Education, Health and Care Plan will be reviewed and a discussion will be had around where you would like your child to go for their secondary education. Your child's current school will run this review and it may be necessary for professionals from health and social care that are involved with your child to also attend. A member of Cheshire West and Chester's SEN team will also usually attend the meeting to answer any questions that you may have.

No decisions on your child's secondary placement are made at this meeting.

Your child's school will then send the completed review paperwork to the SEN Team. This will include any amendments required to your child's EHC plan and a brief record of the discussion around secondary transfer and what type of provision you would like to consider. This should also include any recent professional reports. Let your school know if there are any updated reports that you may have that have not been shared with school already.

A multi-agency panel will make **a recommendation** for what the LA consider to be an appropriate provision for your child for secondary transfer. They will make their decision using all of the documentation from the year 5 transfer review and any supporting documents which will include your views as discussed at the transition review.

The LA will then amend your child's plan based on what has been discussed during the review.

A copy of your child's amended plan will be sent out to you with a letter highlighting the LA's recommendation for secondary transfer and a parental preference form for you to complete and send back to the SEN Team naming the setting you would like us to consider.

The SEN team will then consult with **both** parental preference and the LA preference with your child's amended up to date Education, Health and Care Plan.

Once we have a response from the schools the SEN Team will work closely with you as parents to appropriately place your child.

Secondary Transfer Timeline for students with an EHCP	
Date	Action
Summer Term year 4 / Autumn Term year 5	<p>Go to any Local Mainstream High schools open evenings that you may be interested in, speak with the SENCO and ask as many questions as you need to.</p> <p>Look on Cheshire West and Chester's local offer to see what other provision is available within the area. See what other provision is available in the area if you think your child may require specialist provision.</p>
2 nd half Spring Term Year 5	<p>Schools hold their Annual Review meetings for year 5 pupils who have an Education, Health and Care Plan to discuss the transition to secondary school. The focus of this discussion will be around potential placements and the provision that is needed to meet the outcomes as set out in your child's Education, Health and Care Plan.</p>
Summer Term Year 5	<p>Completed annual review information is sent to the SEN Team by Primary schools. This information is considered by a multi-agency panel and a recommendation for Secondary Placement is made.</p> <p>Amendments are made to your child's EHC Plan based on the annual review documentation.</p> <p>A letter will be sent to you with your child's amended plan stating the Local Authorities recommendation. A parental preference form will accompany this.</p>
Autumn Term year 6	<p>All parental preference forms to be returned to the SEN Team by September 30th.</p> <p>The SEN Team begin to consult with schools for both your parental preference and the Local Authority recommendation.</p>
Autumn Term Year 6	<p>Letters sent out to those students with an offer of a place with a FINALISED EHC plan naming the new setting in section 'I' from September (year 6). Parents have 15 days to appeal the decision.</p>

The parental preference form

When you receive your child's draft Education, Health and Care plan following the year 5 transfer review you will also receive a link to make your parental preference known to the Local Authority. This link is your opportunity to identify your specific preference for your child's secondary education. You should clearly state your 1st, 2nd and 3rd preference. The SEN Team will always consult with your first preference

If you do not complete a parental preference the SEN Team they will consult with your child's local mainstream high school only.

ALL PARENTS / CARERS need to complete this even if you had already made a preference prior to your child's year 5 transfer review and expressed this at the review.

How are places allocated?

It is important that you **check the address** in your child's Education, Health and Care Plan to ensure the SEN Team have the correct one. The majority of students with an Education, Health and Care Plan will transfer to a mainstream high school for year 7. This would usually be their local mainstream high school, so it is important the SEN Team have your current address correct.

All children are entitled to be educated alongside their peers in their local mainstream setting

There are a very limited number of places in our specialist provisions around the Local Authority. Should one of these be your preference the SEN team will consult with your preferred school. Specialist School places are allocated following a consultation with the settings head teacher and SENCO and places are allocated on a needs led basis with all relevant reports and an up to date Education, Health and Care Plan being considered. They will take into account whether it is suitable for the age, ability, aptitude or SEN needs of the child or young person concerned and whether there is space available.

The SEN Team will work closely with parents throughout this process and will notify you in writing telling you what will be named in section I of your child's EHC plan.

What can I do if I am unhappy with the setting named in section I of my child's Education, Health and Care Plan?

If you are thinking about registering an appeal, we would always welcome the opportunity to meet with you to discuss why the Local Authority has reached this decision. If you would like the Local Authority to arrange a meeting with one of our SEN Advisory Officer's please do not hesitate to contact the SEN Team.

You may also wish to contact the Information, Advice and Support Service.

Tel: 03001237001 Email: iasservice@cheshirewestandchester.gov.uk or visit the Local Offer website at <https://www.livewell.cheshirewestandchester.gov.uk/>

Before you can register an appeal with the First-tier Tribunal (SEND), sometimes referred to as the 'SEND Tribunal', you must contact a mediation services. You have two months to register a SEN appeal with the Tribunal, from the date you receive our letter naming the setting or one month from the date of a certificate which has been issued following mediation, whichever is the later.

KIDS is a mediation service set up to help resolve or prevent disagreements between yourself and the Local Authority. You can contact them via:

Telephone: 03330 062 835

Website: www.kids.org.uk/mediation

Email: senmediation@kids.org.uk

Advice on making SEND appeals to the Tribunal is available from the GOV.UK website. The First-tier Tribunal (SEND) service is located on The 1st Floor, Darlington Magistrates' Court, Parkgate, Darlington, DL1 1RU or can be contacted via a helpline number: 01325 289350, Fax: 0870739401 or Email: sendistqueries@hmcts.gsi.gov.uk

Would my child be eligible for transport?

Information regarding Home to School and College Travel Assistance can be obtained using the following link: <https://www.cheshirewestandchester.gov.uk/residents/education-and-learning/school-and-college-transport/school-and-college-transport.aspx>

Sections include:

- Will you qualify?
- Apply for it
- Spare seat scheme
- Make a payment
- Eligibility appeals
- Suitability appeals
- Independent travel training
- Personal travel budget
- Policies and further information
- Walking buses
- Frequently asked questions

What settings may I consider?

The SEN Team would always recommend that you consider your local mainstream secondary school setting in the first instance. Our mainstream schools are fully inclusive and have a range of skills and expertise to meet a wide range of SEN.

Name of setting	Contact details
Blacon High School	http://www.blaconhighschool.net/ 01244 371475
Upton by Chester High School	https://www.uptonhigh.co.uk/ 01244 259800
The Bishops Blue Coat High School	https://bishopschester.co.uk/ 5XF 01244 313806
The Whitby High School	https://www.whitbyhigh.org/ 2NU 0151 355 8445
Christleton High School	https://www.christletonhigh.co.uk/ 01244 335843
Queens Park High School	https://www.qphs.cheshire.sch.uk/ 7AE 01244 981500
The Catholic High School Chester	https://www.christofidelis.org.uk/ 01244 981600
Ellesmere Port Catholic High School	https://epchs.co.uk/ 0151 355 2373
Helsby High School	https://www.helsbyhigh.org.uk/ 01928 723551
Neston High School	https://www.nestonhigh.com/ 0151 336 3902
Tarporeley High School	http://www.tarporeleyhigh.co.uk/ 01829 732558
Weaverham High School	https://www.weaverhamhighschool.com/ 01606 852120
Hartford Church of England High School	https://www.hartfordhigh.org.uk/ 01606 786000
The County High School Leftwich	http://www.leftwichhigh.com/ 01606 333300
Bishop Heber High School	https://www.bishopheber.cheshire.sch.uk/ 01948 860571

The Ellesmere Port C of E College	https://epcollege.org/ 0151 350 6000
The Rudheath Senior Academy	https://rudheathsenioracademy.org.uk/ 01606 42515
St Nicholas High School	https://st-nicholas.cheshire.sch.uk/ 01606 706000

The Local Authority offer 2 resource provisions for students with ASD. These are within a mainstream high school and provide additional support to those students that require it.

Name of setting	Contact details
St Nicholas High School	https://st-nicholas.cheshire.sch.uk/ 01606 706000
The Catholic High School Chester	https://www.christofidelis.org.uk/ 01244 981600

For a very small number of students specialist provision may need to be considered, Cheshire West and Chester have a range of settings to meet the needs of these students.

Name of setting	Contact details
Dorin Park School	https://www.dorinpark.co.uk/ 01244 981191
Archers Brook School	http://www.archersbrook.cheshire.sch.uk/ 0151 338 2141
Dee Banks School	https://www.deebanksschool.co.uk/ 01244 981030
Greenbank School	http://www.greenbankschool.org/ 01606 288028
Hebden Green Community School	http://hebdengreen.cheshire.sch.uk/ 01606 594221
Cloughwood Academy	https://www.cloughwoodacademy.co.uk/ 01606 288090
Oaklands School	http://www.oaklandsschool.org.uk/page/default.asp?title=Home&pid=1 01606 551048

The Russett
School

<https://www.russettschool.co.uk/>

01606 853005