



Secondary School Transfer

Moving from primary to secondary school can be both exciting and worrying for parents and children. If your child has **special educational needs**, naturally you will have questions and concerns about how those needs will be met in their new school.

Transferring from primary to secondary school is different for children with statements.

The arrangements for pupils with statements transferring to secondary school are finalised by **The Special Educational Needs (SEN) at Education & Community Services, PO Box 2623, Reading, RG1 7WA**

If you have any questions about the secondary transfer arrangements for your child, please call the Team and ask to speak to the case officer dealing with your child's case.

This is a summary of what will happen:

1. THE SCHOOL HOLDS AN ANNUAL REVIEW OF YOUR CHILD'S STATEMENT IN YEAR 5



2. YOUR CHILD'S STATEMENT IS UPDATED



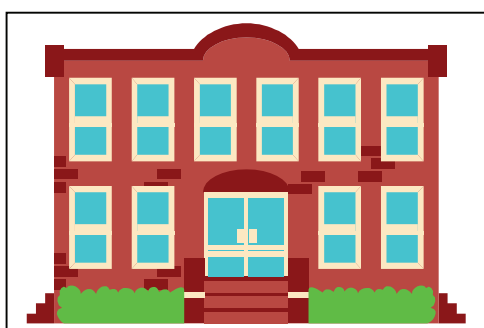
3. PARENTS SEND IN SECONDARY PREFERENCE FORMS BY THE END OF OCTOBER (Year 6)



4. THE LOCAL AUTHORITY (LA) CONSULTS THE PREFERRED SCHOOL



5. THE LOCAL AUTHORITY (LA) NAMES THE SCHOOL ON YOUR CHILD'S STATEMENT BY MID-FEBRUARY (Year 6)



6. YOUR CHILD STARTS SECONDARY SCHOOL IN SEPTEMBER



1. *What will happen?*

When your child has a statement of special education needs and attends a mainstream primary school, then his or her future placement would be considered as part of the Annual Review held in year 5, prior to your child's transfer. The school will complete an annual review form, which will include any recommendations made from the meeting. You will also be asked if you are able to give a preliminary indication of your choice of school, if you can do this it is not binding and you will be able to change your mind later. In some cases it may be necessary to refer the case to the Special Needs Panel in order to decide the most appropriate provision to meet your child's needs.

2. *Updating the Statement*

The SEN Team will consider the recommendations made at your child's Annual Review. If necessary your child's statement will be updated. You will be sent an amended proposed statement so that you can give your views on any proposed changes. The amended statement will include proposals about the special educational provision for your child on secondary transfer, but will not name a secondary school at this stage

3. *Choosing a Secondary School*

You will receive a brochure called "Secondary Schools in Reading - Parents' Guide" which gives information about all the Reading maintained secondary schools and includes a form on which you can state your preference. It also gives further details about the admissions procedure.

4. If there is a particular mainstream school you wish your child to attend you should name that school on the preference form. Wherever possible the local authority (LA) will try to allocate the secondary school you have chosen (or an alternative secondary school if no place is available).



5. *What does the LA have to consider?*

By law the LA has to formally consult the secondary school (and the LA if it is a school outside Reading) before a decision can be made about whether your child can be admitted. Three points will have to be considered before they make a decision as to whether your preferred school should be named on the statement:

- whether the school is suitable to your child's age, ability, aptitude or special educational needs
- whether placing your child at the school would be compatible with the efficient education of other children at the school
- whether placing your child at the school makes an efficient use of education resources

Please note that help with transport costs will not be provided if appropriate provision is available at a nearer school but you will receive details of this nearer the time.

The SEN team will send a copy of your child's amended proposed statement to your preferred secondary school. The LA will ask for their views, in relation to the 3 points above, on whether they can be named on a final version of the statement. The secondary school then has 15 working days to give their views. If your preferred school is not one maintained by Reading Borough Council, the LA will also consult the authority that does maintain the school for their views.

6. *Naming the Secondary School*

The SEN team will take into account the views of those consulted before deciding whether to name the school on a final version of your child's statement. If any issues or concerns are raised by the school (or any other LA), this will be discussed with you.



Once a school is named on your child's statement, the admissions authority for the school is legally obliged to admit your child and if they disagree they will have to make their case to the Special Needs Tribunal.

You should complete and return the form naming your preferred mainstream school, **even if you think your child needs to attend a special school or resourced unit.**

6. What if your preferred school is not named on your child's statement?

In most cases the LEA will agree to name your preferred secondary school on the statement for your child.

However, in some cases, they may not be able to name the first choice school. They will explain the reasons for this to you and give you the opportunity to express your views or consider an alternative school before a final decision is taken.

Inclusion and Choice

The LEA is committed to becoming more "inclusive". Inclusive schools will be places where *all* children and young people in the local community are welcome, equally valued and accepted, given real opportunities for friendship, positive relationships and challenging learning experiences. Each child has a right to full access to the social and academic curriculum.

If you need any additional information or support through the admissions procedures please contact Parent Partnership on Reading 939 9821 or e:mail parent.partnership@reading.gov.uk