

## **Post 16 Phased Transfer Process**

**To include Year 11 to Year 12 transfers and all Post 16 placement decisions.**

### **1. Identification of Phase Transfer Cohort**

**Timeline:** Summer term year 10 / Start of Autumn Term (September) year 11 / Autumn term post 16

**Action:** LA SEND Review Team identifies all Year 11 students with EHCPs expected to transition to Post-16 provision the following September through power Bi report.

LA SEND team to also identify any young people in post 16 that will not be continuing in their current provision, and will be moving into an alternative educational provision in the following year, done through place planning, Annual Reviews, at termly SENCO meetings with colleges and providers, discussion with Careers team, Virtual School, with Social Workers and discussions with families and young people.

**Responsibility:** Review Team working with P&G Team, schools, Colleges, training providers, Careers, Social Workers and wider professionals, alongside parent/carers and young people.

*Legal Basis: Regulation 18 of SEND Regulations 2014*

### **2. Early Annual Review Planning (ie any Annual Reviews to discuss phased transition not held in Summer term year 10, to be held in Autumn term year 11)**

**Timeline:** Autumn Term (ideally by October half-term) to be confirmed at termly SENCO meetings early Autumn term where possible.

**Action:** Schools/settings schedule Annual Reviews for phase transfer cohort.

\* LA prioritises attendance at these reviews

**Responsibility:** School SENCo & LA SEND Team

*Note: Reviews should be held no later than January to allow time for consultation and naming before 31 March*

### **3. Conducting the Annual Review**

**Timeline:** Summer year 10/ Autumn Term to January

**Action:** Review focuses on:

- Preparation for Adulthood (PfA)
- Desired Post 16 outcomes
- Suitable provision (college/training provider/ EOTAS etc)
- Working document of the EHCP updated live

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Young person and families views central to all decision making

**Responsibility:** School SENCo, LA SEND Caseworker, Young Person & Family

*Legal Basis: SEND Code of Practice 2015, paras 9.166–9.185*

### **4. Submission of Review Paperwork**

**Timeline:** Within 2 weeks of the Annual Review meeting (please refer to Annual review process for further detail)

**Action:** School submits:

- Post Annual Review paperwork
- Updated EHCP working document
- Meeting minutes
- Supporting evidence
- Young person and families views
- Caseworker will present to SENDMAP for discussion of next steps, type of placement required and transition plan.

**Responsibility:** School SENCO

### **5. LA Decision and Consultation**

**Timeline:** Summer term to January to be named by 30th March

**Action:** Paperwork received from school/college / paperwork triaged / decision letter & draft plan issued within 4 weeks of the meeting date (see Annual Review process). Draft plan section I will be blank in to draft plan.

LA consults with preferred Post 16 provider  
Parents and young person given 15 days to respond

**Responsibility:** LA SEND Review Team

*Legal Basis: SEND Regulations 2014, Regulation 18*

### **6. Final EHCP Issuance**

**Timeline:** 12 weeks following review, no later than 30 March

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**Action:** LA must determine that it is inappropriate for the young person to attend a school or Post-16 institution and that SEND Map has agreed to any change of provision.

LA issues the Final EHCP where possible naming the current school/provision also naming the preferred next college/provider placement for Post 16.

To include appeal rights.

**Responsibility:** LA SEND Review Team / Placement and Governance Team

*Legal Basis: Section 61 of Children and Families Act 2014*

## **B. EHCP Structure for EOTAS if accessed post 16**

**Timeline:**

**Action:** Section I: Left blank (no named institution). Detailed description of bespoke provision is added into section F of the EHCP (ie tutor/therapy/online learning etc)

EOTAS must be agreed through SEND Map or reassessment.

**Responsibility:** LA SEND Review Team / Placement and Governance Team

*Legal Basis: SEND Code of Practice 2015, para 9.42 & 9.96*

## **C. Review and Monitoring**

**Timeline:** ongoing

**Action:** LA remains responsible for delivering provision.

**Responsibility:** LA SEND Review Team

*Legal Basis: SEND Code of Practice 2015, para 9.173*

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