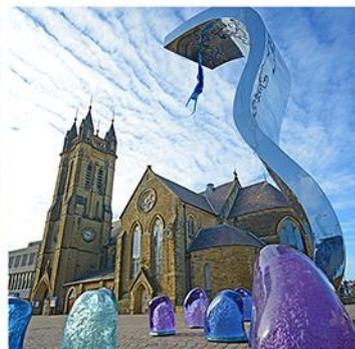


Phase Transfers for SEND

Information for Parent/Carers and Young People 2019

Blackpool Council



Contents

Contents

Contents.....	2
Introduction	3
What is a Phase Transfer?.....	3
When does a Phase Transfer happen in Blackpool Council?.....	3
What are the key dates for amending and reviewing an EHCP?	4
Transfer from Early Years to Primary for Special Educational Needs.....	4
Blackpool Primary Schools:.....	5
Transfer from Primary to Secondary School for Special Educational Needs.....	7
Blackpool Secondary Schools:.....	8
Transfer from Secondary to Post 16 College for Special Educational Needs	8
More specialist types of provision:.....	10
Blackpool Special Schools	10
The Process for moving to a new phase in education:.....	10
When should Phase Transfers be completed by?	11
Where can you access help?.....	11
Glossary of Terms:	12
SEND Phase Transfer Statement.....	13
Document Control.....	13
Record of Amendments:.....	13
Approved By:.....	13

Introduction

This document outlines Blackpool Council's approach to phase transfers for children and young people who have an Education, Health and care plan (EHCP).

Blackpool Council recognise that any change can be both exciting and potentially stressful for all concerned. We are keen to ensure that we guide, help and support families through this process and for all the years that your child is cared for within our authority.

This document covers phase transfers that might occur for your child/young person's educational journey from the ages 0 – 25 years. It contains information on what a phase transfer is, when they happen and how Blackpool Council work with families during this process.

Should you feel that any further information is required, please contact: send@blackpool.gov.uk

What is a Phase Transfer?

Phase Transfer is a term used in the Code of Practice and refers to the time in education where a child moves between Key Stages. In education, key stages are referenced as Early Years, Key Stage 1, Key Stage 2, Key Stage 3, Key Stage 4 and Post 16.

The Phase Transfer process involves reviewing and (if required) amending the Education, Health and care plan (EHCP) in sufficient time before your child or young person moves between key phases of education. This might mean changing the support your child receives and it also helps with planning for the needs of your child.

Apart from when an EHCP is first issued, the move between phases of education is the most common time that parents, carers or young people have to think about what school or college should be named in the EHCP. The naming of the educational establishment (school/college/setting) is in section I of the EHCP.

There must always be an annual review of the EHCP before a transfer to a new phase of education.

When does a Phase Transfer happen in Blackpool Council?

In Blackpool the Phase Transfers are from:

- (a) nursery education to primary school;
- (b) primary school to secondary school;
- (c) secondary school to a post-16 institution.

Other Local Authorities may have other types of schools eg, infant, junior and middle schools, this is not the case in Blackpool. If you are not sure, please contact send@blackpool.gov.uk.

If your child is in a phase transfer group and in a school that educates your child from nursery through to the end of secondary school, then an annual review will be held as normal and you may wish to take this opportunity to indicate a preference to move to an alternative school. Otherwise, it will be clear that you wish to remain in the current school.

What are the key dates for amending and reviewing an EHCP?

Regulation 18 of the SEN Regulations require your child's EHCP must be reviewed and amended before:

- 15 February if the transfer of your child is from nursery to reception, reception to primary and primary to secondary
- 31 March if the transfer of your young person is from secondary school to a post 16 institution.

If a young person is moving from one post 16 institution to another post 16 institution, the transfer can take place at any time of the year but must happen at least 5 months before the transfer takes place.

To make sure enough time is given to prepare and plan for this stage in your child's education, your school will hold an annual review between September and the end of the Autumn Term of the calendar year your child is preparing to move to the next phase of their education.

Transfer from Early Years to Primary for Special Educational Needs

When?	What?
From -1 to 0 (Nursery to Reception) Annual review held in the Autumn Term (September to December)	Annual review to discuss the transition from Nursery to Reception. The Annual Review considers the following: <ul style="list-style-type: none">- Does the EHCP need amending?- Is the current provision correct? And,- Identify the preferred Primary setting for the child.
By 15th February of the year of phase transfer	Your final plan will be amended and the school will be named in the EHCP. If you disagree with the content of your final plan please contact send@blackpool.gov.uk , and/or SENDIASS. You may wish to exercise your right of appeal, for further information and advice contact SENDIASS: sendiass@blackpool.gov.uk

As your child has an Education, Health and care plan, the phase transfer will include a discussion regarding preferences for a school/setting. This process will be handled by the SEND Officer at Blackpool. You do NOT have to follow the usual admissions process for applying for a primary school place.

A school place will be allocated in accordance with the SEND Code of Practice (2015). Once you have indicated which school you wish your child/young person to attend – the council will formally ask that school if they can meet your child's need. This is called consultation. The council will then consider the responses and let you know what the school is saying. If they think they can meet your child/young person's needs, and the council agree, then that school will be named in section I of the plan. If we do not agree – we will explain this to you and the following reasons may be given:

- The school would be unsuitable for the child’s age, ability, aptitude or SEN of the child or young person, or
- The attendance of the child or young person there would be incompatible with the efficient education of the other children with whom your child would be educated.

If you do not agree with the content of your final plan please contact send@blackpool.gov.uk, and/or SEND IASS. You may wish to exercise your right of appeal, for further information and advice contact SENDIASS: sendiass@blackpool.gov.uk

Should your child currently be educated in a mainstream early years setting, and you are asking Blackpool to consider a specialist school placement, further evidence may be required to support this request and show why your child/young person’s needs cannot be met within a mainstream setting. The SEND Officer will help you with this information, please contact them on send@blackpool.gov.uk.

You may also submit a preference to Blackpool Council for a place in an independent or non-maintained school. Blackpool Council is required to consider this preference.

The council aims to educate children and young people in their local communities, close to home so that they can make friends, access the wider community and maintain links with wider support services in Blackpool. Our aim is to ensure that we educate pupils in the school of your choice and with the most appropriate provision and in accordance with your child’s needs. Please visit our Local Offer: www.blackpoollocaloffer.co.uk for more information about the schools you are interested in.

Blackpool primary schools are listed below:

Blackpool Primary Schools:

Primary schools				
School	Type	Address	Telephone	Website
Anchorsholme Academy	Academy	Eastpines Drive, Thornton Cleveleys, FY5 3RX	01253 855215	www.anchorsholme.co.uk
Armfield Academy	All through academy	Lytham Road, Blackpool FY4 1TL	01253 207702	www.armfieldacademy.co.uk
Baines’ Endowed Primary School and Children’s Centre, a Church of England Academy	Academy	Penrose Avenue, Blackpool, FY 4DJ	01253 762532	www.baines-endowed.blackpool.sch.uk
Blackpool Gateway Academy	Academy	Seymour Road, Blackpool FY1 6JH	01253 402936	www.gatewayacademy.co.uk
Bispham Endowed Church of England Primary School	Voluntary Controlled	Bispham Road, Blackpool, FY2 0HH	01253 354672	www.bispham-endowed.blackpool.sch.uk
Boundary Primary School	Maintained	Dinmore Avenue, Blackpool, FY3 7RW	01253 478250	www.boundaryschool.co.uk
Christ the King Catholic Academy	Academy	Bathurst Avenue, Blackpool, FY3 7RJ	01253 395985	www.ctkacademy.co.uk
Devonshire Primary Academy	Academy	Devonshire Road, Blackpool FY3 8AF	01253 478271	www.devonshire.blackpool.sch.uk
Hawes Side Academy	Academy	Pedders Lane, Blackpool, FY4 3HZ	01253 402541	www.hawes-side.org.uk

Holy Family Catholic Primary School	Voluntary Aided	Seacrest Avenue, Blackpool, FY1 2SD	01253 354496	www.holy-family.blackpool.sch.uk
Kincraig Primary School	Maintain	Kincraig Road, Bispham, Blackpool, FY2 0HN	01253 354059	www.kincraig.blackpool.sch.uk
Langdale Free School	Free school	95 Warbreck Drive, Blackpool, FY2 9RZ	01253 354812	www.langdaleschool.co.uk
Layton Primary School	Maintained	Lynwood Avenue, Blackpool, FY3 7DG	01253 392179	www.layton.blackpool.sch.uk
Marton Primary Academy and Nursery	Academy	Whernside, Blackpool, FY4 5LY	01253 838556	www.martonprimary.co.uk
Mereside Primary School and Children's Centre	Academy	Langdale Road, Blackpool, FY4 4RR	01253 761531	www.meresideprimary.com
Moor Park Primary School	Maintained	Moor Park Avenue, Blackpool, FY2 0LY	01253 353034	www.moorparkprimary.co.uk
Norbreck Primary Academy	Academy	Norbreck Road, Thornton Cleveleys, FY5 1PD	01253 852219	www.norbreck.blackpool.sch.uk
Our Lady of the Assumption Catholic Primary School	Voluntary Aided	Common Edge Road, Blackpool, FY4 5DF	01253 762833	www.ourladyassumption-sch.co.uk
Revoe Learning Academy	Academy	Grasmere Road, Blackpool, FY1 5HP	01253 763414	www.revoelearningacademy.co.uk
Roseacre Primary Academy	Academy	Stonycroft Avenue, Blackpool, FY4 2PF	01253 319000	www.roseacreprimaryacademy.co.uk
St Bernadette's Catholic Primary School	Voluntary Aided	Devonshire Road, Blackpool FY2 0AJ	01253 353641	www.st-bernadette.blackpool.sch.uk
St Cuthbert's Catholic Academy	Academy	Lightwood Avenue, Blackpool, FY4 2AU	01253 403232	www.stcuthbertsacademy.co.uk
St John's Church of England Primary School	Voluntary Aided	Church Street, Blackpool, FY1 3NX	01253 807495	www.stjohnsblackpool.co.uk
St John Vianney Catholic Primary School	Voluntary Aided	Glastonbury Avenue, Blackpool, FY1 6RD	01253 311248	www.stjohnvianneys.co.uk
St Kentigern's catholic Primary School	Voluntary Aided	Newton Drive, Blackpool, FY3 8BT	01253 393302	www.st-kentigern.blackpool.sch.uk
St. Nicholas' Church of England Primary School	Voluntary Aided	School Road, Blackpool FY4 5DS	01253 608900	www.st-nicholas-blackpool.org.uk
St Teresa's Catholic Primary School	Voluntary Aided	St George's Avenue, Thornton Cleveleys, FY5 3JW	01253 852457	www.stteresasprimary.co.uk
Stanley Primary School	Maintained	Wordsworth Avenue, Blackpool, FY3 9UT	01253 761022	www.stanleyprimaryschool.com
Thames Primary Academy	Academy	Severn Road, Blackpool, FY4 1EE	01253 341466	www.thames.blackpool.sch.uk
Unity Academy Blackpool	All through academy	Warbreck Hill Road, Blackpool, FY2 0TS	01253 355493	www.unity.blackpool.org.uk
Waterloo Primary Academy	Academy	Waterloo Road, Blackpool, FY4 3AG	01253 315370	www.waterlooprimaryacademy.co.uk
Westcliff Primary School	Academy	Crawford Avenue, Blackpool, FY2 9BY	01253 353792	www.westcliffschool.co.uk
Westminster Primary Academy and Children's Centre Blackpool	Academy	Westminster Road, Blackpool, FY1 2QE	01253 621703	http://westminsterprimary.co.uk/

Transfer from Primary to Secondary School for Special Educational Needs

When?	What?
From 6 – 7 (Primary to Secondary) Annual review held in the Autumn Term (September to December)	Annual review to discuss the transition from Primary to Secondary. The Annual Review considers the following: <ul style="list-style-type: none"> - Does the EHCP need amending? - Is the current provision correct? And, <ul style="list-style-type: none"> - Identify the preferred secondary setting for the child.
By 15th February of the year of phase transfer	Your final plan will be amended and the school will be named in the EHCP. If you disagree with the content of your final plan please contact send@blackpool.gov.uk , and/or SENDIASS. You may wish to exercise your right of appeal, for further information and advice contact SENDIASS: sendiass@blackpool.gov.uk

As your child has an Education, Health and care plan, the phase transfer will include a discussion regarding preferences for a school/setting. This process will be handled by the SEND Officer at Blackpool. You do NOT have to follow the usual admissions process for applying for a secondary school place.

A school place will be allocated in accordance with the SEND Code of Practice (2015). Once you have indicated which school you wish your child/young person to attend – the council will formally ask that school if they can meet your child’s need. This is called consultation. The council will then consider the responses and let you know what the school is saying. If they think they can meet your child/young person’s needs, and the council agree, then that school will be named in section I of the plan. If we do not agree – we will explain this to you and the following reasons may be given:

- The school would be unsuitable for the child’s age, ability, aptitude or SEN of the child or young person, or
- The attendance of the child or young person there would be incompatible with the efficient education of the other children with whom your child would be educated

If you do not agree with the content of your final plan please contact send@blackpool.gov.uk, and/or SEND IASS: sendiass@blackpool.gov.uk. You may wish to exercise your right of appeal, for further information and advice contact SENDIASS: sendiass@blackpool.gov.uk

Should your child currently be educated in a mainstream primary school setting, and you are asking Blackpool to consider a specialist school placement, further evidence may be required to support this request and show why your child/young person's needs cannot be met within a mainstream setting. The SEND Officer will help you with this information, please contact them on send@blackpool.gov.uk. You may also submit a preference to Blackpool Council for a place in an independent or non-maintained school. Blackpool Council is required to consider this preference.

The council aims to educate children and young people in their local communities, close to home so that they can make friends, access the wider community and maintain links with wider support services in Blackpool. Our aim is to ensure that we educate pupils in the school of your choice and with the most appropriate provision and in accordance with your child's needs. Please visit our Local Offer: www.blackpoollocaloffer.co.uk for more information about the schools you are interested in.

Blackpool secondary schools are listed below:

Blackpool Secondary Schools:

Blackpool secondary schools				
School	Type	Address	Telephone	Website
Armfield Academy	All through academy	Lytham Road, Blackpool FY4 1TL	01253 207701	www.armfieldacademy.co.uk
Blackpool Aspire Academy	Academy	Blackpool Old Road, Blackpool, FY3 7LS	01253 353155	www.blackpoolaspireacademy.co.uk
Highfield Leadership Academy	Academy	Highfield Road, Blackpool, FY4 3JZ	01253 310925	www.highfieldleadershipacademy.com
Montgomery Academy	Academy	All Hallows Road, Bispham, Blackpool, FY2 0AZ	01253 356271	www.montgomeryschool.co.uk
St George's School: A C of E Academy	Voluntary Aided Academy	Cherry Tree Road, Blackpool, FY4 4PH	01253 316725	www.stgeorgesblackpool.com
St Mary's Catholic Academy	Academy	St Walburgas Road, Blackpool, FY3 7EQ	01253 396286	www.st-mary.blackpool.sch.uk
South Shore Academy A Bright Futures Education Trust school	Academy	St Anne's Road, Blackpool, FY4 2AR	01253 336500	http://southshoreacademy.co.uk
Unity Academy Blackpool	All through academy	Warbreck Hill Road, Blackpool, FY2 0TS	01253 355493	www.unity.blackpool.org.uk

Transfer from Secondary to Post 16 College for Special Educational Needs

When?	What?
From Year 11 – 12 (Secondary to Post 16) Annual review held in the Autumn Term (September to December)	Annual review to discuss the transition from Secondary school to a Post 16 Setting. The Annual Review considers the following: <ul style="list-style-type: none"> - Does the EHCP need amending? - Is the current provision correct? And, - Identify the preferred setting for the child. - Preparation for adulthood

<p>By 31st March of the year of phase transfer</p>	<p>Your final plan will be amended and the setting will be named in the EHCP.</p> <p>If you disagree with the content of your final plan please contact send@blackpool.gov.uk, and/or SEND IASS. You may wish to exercise your right of appeal, for further information and advice contact SENDIASS: sendiass@blackpool.gov.uk</p>
--	--

During the Autumn Term, young people will be given information, advice and support from their current school setting on options for post 16 education/training.

As part of the annual review phase transfer process, post 16 providers are invited to attend the reviews and further information about options will be given at this point. You may be asked to fill in an application form for a post 16 setting. You can get help from your school, your SEND Officer or the post 16 setting.

A college place will be allocated in accordance with the SEND Code of Practice (2015). Once you have indicated which setting you wish your child/young person to attend – the council will formally ask that setting if they can meet your child’s need. This is called consultation. The council will then consider the responses and let you know what the setting is saying. If they think they can meet your child/young person’s needs, and the council agree, then that setting will be named in section I of the plan.

If Blackpool Council do not agree – we will explain this to you and the following reasons may be given:

- The school would be unsuitable for the child’s age, ability, aptitude or SEN of the child or young person, or
- The attendance of the child or young person there would be incompatible with the efficient education of the other children with whom your child would be educated

If you do not agree with the content of your final plan please contact send@blackpool.gov.uk, and/or SEND IASS. You may wish to exercise your right of appeal, for further information and advice contact SENDIASS: sendiass@blackpool.gov.uk

The council aims to educate children and young people in their local communities, close to home so that they can make friends, access the wider community and maintain links with wider support services in Blackpool. Our aim is to ensure that we educate pupils in the setting of your choice and with the most appropriate provision and in accordance with your child’s needs. Please visit our Local Offer: www.blackpoollocaloffer.co.uk for more information about the settings you are interested in.

Post 16 Settings

Blackpool 6th Form and colleges

College	Address	Telephone	Website
Blackpool Sixth Form College	Blackpool Old Road, Blackpool, FY3 7LR	01253 394911	www.blackpoolsixth.ac.uk
Blackpool and the Fylde College	Ashfield Road, Bispham, Blackpool, FY2 0HB	01253 352352	www.blackpool.ac.uk
St Mary's Catholic Academy 6th Form	St Walburgas Road, Blackpool, FY3 7EQ	01253 396286	www.st-mary.blackpool.sch.uk

More specialist types of provision:

In addition to mainstream schools, we also have three special schools, Park School Blackpool, Highfurlong School and Woodlands. Again, please refer to our Local Offer www.blackpoollocaloffer.co.uk for more information. All schools have their own websites and prospectus with their facilities listed within that.

We recommend that you visit those schools that you believe offer the type of provision that will meet your child or young person's special educational needs. Should you wish to discuss school visits to our specialist schools, please contact: send@blackpool.gov.uk.

Blackpool Special Schools

Blackpool special schools

School	Address	Telephone	Website
Highfurlong School	Blackpool Old Road, Blackpool, FY3 7LR	01253 392188	www.highfurlong.org
Park Community Academy	Whitegate Drive, Blackpool, FY3 9HF	01253 764130	www.park.blackpool.sch.uk
Woodlands School	Whitegate Drive, Blackpool, FY3 9HF	01253 316722	www.woodlands.blackpool.sch.uk

The Process for moving to a new phase in education:

- If your child is in an educational establishment, then their SENco will advise you of the annual review phase transfer meeting date.
- There will be a discussion about the type of support required in a different setting and if different outcomes are required. You will also be asked for your feedback and comments as you would during your usual annual review.

- You will be asked for your preference of school, if you have not already indicated where you would like your child/young person to attend.
- The school SENco will send out information to you at least two weeks prior to the date of your annual review phase transfer meeting.
- The annual review phase transfer will take place and information collated for your child's EHCP.
- Within two weeks after the annual review phase transfer meeting, the revised EHCP is sent out to the parent/carer or young person, (with section I left blank).
- The Parent or young person has 15 days to make representations about the proposed amendments/content of the plan and to either request that a particular school (from the list in section 38(3) Children and Families Act 2014) is named or to express a preference for an independent placement.
- Blackpool Council then consults with the named school.
- Blackpool Council issues a final amended plan, with notice of appeal rights, by the statutory deadlines in Regulation 1. The key dates for completing the phase transfer process are listed in the paragraph below.

When should Phase Transfers be completed by?

Blackpool Council must review an EHC plan during a phase transfer and amend it by —

- (a) 31 March if the transfer is from secondary school to a post-16 institution
- (b) 15 February in any other case, or
- (c) If a young person is moving from one post-16 institution to another post-16 institution at any other time, at least five months before that transfer takes place.

This generally means Blackpool Council should start the annual review process in the autumn term of the year before the child or young person moves setting.

Where can you access help?

The independent advice service is SEND IASS: sendiass@blackpool.gov.uk - The SEND information advice and support service can be contacted on: 01253 477083. More information about SENDIASS can be accessed through www.blackpoollocaloffer.co.uk.

Glossary of Terms:

Academy -	Academies are independent, state-funded schools, which receive their funding directly from central government, rather than through a local authority.
Annual Review -	The review of your child/young person's Education, Health and care plan on a yearly basis.
Consultation -	The act of discussing with your choice of school.
Early Years -	Early years are the first 0 to 5 years of a child's development.
EHCP -	Education, Health and care plan.
Independent school -	An independent school is a school that is independent in its finances and governance; it is not dependent upon national or local government for financing its operations, nor reliant on taxpayer contributions.
Maintained school -	Maintained schools are those that are funded and controlled by the local education authority.
Non-maintained school -	'Non-maintained' school is run 'not for profit' usually by a charitable body not by the local education authority.
Phase Transfer -	The annual review held to identify the new school/setting in the year before the new phase (or key stage) in education is moved into.
Representations -	Formal statements made to an authority, to communicate an opinion.
SEN -	Special educational need.
SEND -	Special educational needs and disabilities.
SEND IASS -	Special Educational Needs and Disabilities Information Advice and Support Service.
Special school -	Special schools are those that provide an education for children with a special educational need or disability. There are many different types of special school, but essentially, they all educate children whose needs cannot be met within a mainstream setting, and whose parents or carers have agreed to or requested a special school placement.

SEND Phase Transfer Statement

Document Control

Document owner:	Rebecca Sandford-Jones
Document number:	023 0719
Document category:	Statement
Document location:	SEND Governance
Issued by:	
Last edited:	July 2019

Record of Amendments:

Date	Version	Amended by	Description of changes
18 July 2019	1	R L Sandford-Jones	Creation of document
10 October 2019	2	R L Sandford-Jones	Feedback from Julie Lavelle

Approved By:

Name	Title	Signature	Date
Philip Thompson	Head of SEND	P.Thompson	01.10.19