Secondary transfer for children with Special Educational Needs

Wandsworth Parent Partnership Service
Children’s Services Department
Town Hall, Wandsworth High Street
London, SW18 2PU
Tel: (020) 8871 8065
Email: cspps@wandsworth.gov.uk
Secondary schools in Wandsworth

In Wandsworth, all the mainstream (maintained, academies and free schools) secondary schools have their own admission criteria. Each school’s criteria are in the booklet ‘Choose a Wandsworth Secondary School’.

Wandsworth Primary schools will usually give parents this booklet at the beginning of September.

All mainstream secondary schools have several open days and evenings in the autumn term.

The dates for the Wandsworth schools open days and evenings are in the ‘Choose a Wandsworth Secondary School’ booklet and on the council’s website at

www.wandsworth.gov.uk/info/200086/schools_and_colleges/24/secondary_school_admissions

Mainstream secondary schools in other boroughs

Secondary schools outside the borough of Wandsworth have their own admission criteria. They will also have open days and evenings in the autumn term. You can find out about these schools by phoning the school or the Local Authority (LA) that the school is in.

Suggestion: You can find the names of secondary schools in boroughs near Wandsworth, at the back of the Wandsworth booklet “Choose a Wandsworth Secondary School”

* Maintained (state) schools are funded by the Local Authority (LA) which includes community, foundation and voluntary aided schools.

Mainstream schools are schools which provide education for all children including those with SEN.

Special schools/units/resource bases only provide education for pupils with SEN. Children will usually have a statement of SEN to go to one of these settings.

Academies/Free Schools are state funded independent schools. They are set up by sponsors from business, faith or voluntary groups in partnership with the Department for Education (DfE). They receive money directly from the government but are not maintained by LA.

Independent schools are fee paying schools that are not funded by LA.
Specialist secondary schools

There are a number of specialist secondary schools/units/resource bases, for children with particular special educational needs in Wandsworth. Your child will usually have a statement to go to one of these schools.

**Suggestion:** Information about these schools can be found in the back pages of the booklet ‘Choosing a Wandsworth School.”

If you want information about specialist secondary schools/units/resource bases outside Wandsworth, you can phone the Parent Partnership Service on 020 8871 8065.

**Suggestion:** You may want to look and read through the Parent Partnership Service’s “Looking for a Secondary School” booklet for possible questions to ask when visiting schools.

Please contact the Wandsworth PPS for a copy or you can view or download copy from the Wandsworth PPS webpage at:

www.wandsworth.gov.uk/PPS

The Wandsworth year 6 test

During Year 6, most children in Wandsworth mainstream maintained primary schools take the ‘Wandsworth Year 6 Test’.

In Wandsworth six secondary schools use the test to help them select some children for their school or to place children into ability bands.

If your child has a statement of SEN, the procedure for your son/daughter moving to secondary school is different. Children with statements therefore do not have to take the Wandsworth test.

Some children with statements may want to take the test; you may want talk to your child’s primary school about this.

Procedures for children without statements

If your child has SEN but does not have a statement of SEN, you will need to fill in the application form at the back of the “Choose a Wandsworth Secondary School” booklet and return it to Wandsworth Council by a certain date in October (Please check the booklet for the actual date)

It may be helpful to try and meet or talk to the Special Needs Co-ordinator (SENCo)* or Inclusion Manager when visiting the secondary schools you are interested in.

*The SENCo is responsible for organising SEN provision for children in the school and liaising with parents about their children’s SEN.*
Procedures for children with statements

If your child has a statement of SEN and is moving to secondary school the Special Needs Assessment Section (SNAS) in Wandsworth has to be involved in finding a school place for your child.

It may be helpful to try and meet or talk to the Senco or Inclusion Manager when visiting the secondary schools you are interested in.

If your child has a statement you do not fill in the application form at the back of the, “Choose a Wandsworth Secondary School” booklet. Instead your case manager from SNAS will send you a “green form” to fill in (please see the section “What happens after the Annual Review?” for more information.

The year 5 annual review

You will be invited to an annual review of your child’s statement of SEN. This will usually take place in the summer term of Year 5 or the autumn term of Year 6.

Your child’s case manager may come to the annual review meeting. They will try and answer questions you might have about your child’s transfer to secondary school. The meeting will also give you the opportunity to think about what kind of secondary school your child should go to and what support they will need at secondary school.

What happens after the annual review?

After the annual review, your child’s school will send the annual review report to the SNAS in the LA.

The LA will make any necessary changes (amendments) to your child’s statement. Your child’s case manager will then send you a copy of the ‘proposed amended statement’ for your child.

Receiving the proposed amended statement

The SNAS will usually send you a copy of the “proposed amended statement” between September – October of when your child is in Year 6.

You have the right to give your views on any changes that have been made to your child’s proposed amended statement.

You also have the right to say which maintained (state) secondary school you would prefer your child to go to.

This could be either a mainstream school or a special school.

Please note: All parents have a right in law to express a preference for the school they would like their child to go to. This is not the same as having a right to choose a school.

If the school you would like for your child is an independent school or a non maintained special school (independent schools often run by charities), then you have the right to ask the LA to consider this.

The LA does not have to agree, and it may suggest a maintained school, which it thinks is suitable. The LA does not have to name the best school for your child but it does have to name a school which can meet all of your child’s needs.

Also, the LA cannot name an independent school if the school does not agree to give your child a place.

The LA will write on the letter sent with your child’s “proposed amended statement” how long you have to give your views on the statement and name/s of schools that you would like your child to go to for secondary school.

You will be sent a “green form” to put the names of your preferred school choices. This form will come with the proposed amended statement.
Suggestion: It is a good idea to include at least 3 schools in case your child does not get a place at your first choice.

Your child’s case manager in SNAS will send your child’s proposed amended statement to the secondary school you would prefer, if it is a maintained school.

The secondary school then tells the LA whether they think they can meet your child’s special educational needs.

This has to be done before the school can be named in your child’s statement.

The LA must agree to the particular maintained mainstream or special school you want unless the LA can show one of the following:

• the school is unsuitable for your child’s age, ability and aptitude;
• your child’s attendance would not be a good use of resources (e.g. money, staff, facilities, transport);
• your child’s attendance would affect the education of other children at the school with whom your child would be educated.

If the LA think they may not be able to name your preferred school in your child’s statement, your case manager in SNAS should talk to you to discuss this further.

If you are not happy with the school suggested for your child

If the LA has not been able to find a place for your child at the secondary school that you would like, it is important that you talk with your case manager about this.

You may also want to tell your case manager if you do not agree with the school being suggested for your child.

It may be possible to find another school that you would like or one that you and the LA can agree on.

The final amended statement

Once a secondary school place has been found, the LA will then send you a final amended statement with the name of the secondary school written in Part 4.

The LA has to amend the statement and send you a final copy by the 15th February of the year your child will be going to secondary school.

What happens next?

The secondary school named in Part 4 of your child’s final amended statement should then contact you to let you know when your child will be starting at the school and if your child will be invited to an induction day before they start in Year 7. This usually will take place in the summer term.

Occasionally, even after talking to your case manager, the LA and you may not agree about the school named and/or what’s written in your child’s statement.

In this situation, parents have the right to appeal to the Independent Special Educational Needs and Disability tribunal (SEND) and have the right to access the Disagreement Resolutions services. You will be sent information about these in the letter you are sent with your child’s final amended statement.
Further information and support

The Wandsworth Parent Partnership Service can support you to

• discuss school preference,
• explain how you can appeal to the Special Educational Needs and Disability (SEND) tribunal (where relevant).

Please contact the Wandsworth Parent Partnership Service if you would like to talk about and or have questions about the information on this booklet.

You can contact us by:

Phone: 020 871 8065

or

Email: cspps@wandsworth.gov.uk

For more information on the work of the Wandsworth PPS and other parent information booklets published by us, please visit our website at www.wandsworth.gov.uk/PPS

Useful Organisations

Coram Children’s Legal Centre
Child Law Advice Law Line 0808 8020 008
Community Legal Advice 0845 345 4345
Websites www.childrenslegalcentre.com
www.lawstuff.org.uk

Websites

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How to contact us:

You can contact us
by phone on:
(020) 8871 8065
by email at: cspps@wandsworth.gov.uk
by sending us a letter at:
The Parent Partnership Service
Children’s Services
Town Hall
Wandsworth High Street
London
SW18 2PU

For more information on the work of the Wandsworth PPS please visit our website at:
www.wandsworth.gov.uk/pps