

SECONDARY TRANSFER SEPTEMBER 2006

PUPILS WITH A STATEMENT OF SPECIAL EDUCATIONAL NEEDS

**SEN PERFORMANCE TEAM
BUILDING 4
NORTH LONDON BUSINESS PARK
OAKLEIGH ROAD SOUTH
N11 1NP
TEL: 020 8359 7732
FAX: 020 8361 5386**

Introduction and Background

The secondary transfer process is different for a pupil with a Statement of Special Educational Needs. This booklet outlines the arrangements for the transfer of Barnet pupils with a Statement from primary to secondary school.

*A booklet called "A Guide to Secondary Education in Barnet" provides information about Barnet's mainstream secondary schools and the arrangements for transfer to secondary school for pupils without a Statement. Parents/carers of pupils with Statements should refer to this booklet to gain information about the secondary schools in Barnet.

Parents/carers of children with a Statement have certain rights for admissions and transfers. They can express a preference for their child to attend a school in the maintained sector within the LEA or the maintained sector in an out of borough school.

Local Authorities must agree the parental preference for a school in the maintained sector provided that three conditions are met. The placement must be:

- 1. Appropriate to the child's age, ability, aptitude or special educational needs**
- 2. Compatible with the efficient education of the other children with whom the child would be educated**
- 3. Compatible with the efficient use of the Local Authority's resources**

These conditions are outlined in the Special Educational Needs Code of Practice (January 2003) as the criteria that Local Authorities should apply in naming a school for a child with a Statement.

The Local Authority must consider representations from parents/carers for a placement outside the maintained sector before making a final decision on naming a school only if this occurs following a full assessment or reassessment.

Details about each secondary school in Barnet are contained at the back of this booklet.

Accompanying this booklet is a form to indicate a preference for a secondary school. This should be returned by **14 October 2005** to:

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Arrangements for Parents/Carers of Barnet Pupils with a Statement of Special Educational Needs to indicate a preference for a Secondary School for September 2006.

Schools will hold an Annual Review of the pupil's Statement to discuss secondary transfer issues during Year 5 or during the Autumn Term 2005. Parents/Carers will be invited to attend their child's review by the school. The views of the child will also be sought.

The purpose of the Annual Review is to ensure that once a year the parents/carers, pupil, LEA, the school and all professionals involved monitor and evaluate the continued effectiveness and relevance of the provision set out in the Statement and assess the pupil's progress. The review will consider whether it may be necessary to amend the Statement to reflect newly identified needs and provision. The review should consider whether the Statement's objectives have been met and whether a recommendation that it should cease to be maintained should be made to the Local Authority.

The recommendations of the review meeting will be recorded on the standard Annual Review form recording the pupil's progress and establishing the educational objectives for the next year.

Consideration will be given to the recommendations from the standard annual review form and the Local Authority may decide to:

- ◆ **Maintain the statement**
- ◆ **Amend the description of special educational needs or the appropriate type of provision/level of stated support**
- ◆ **Cease to maintain the Statement**
- ◆ **Initiate a re-assessment**

At the review meeting carried out in preparation for secondary transfer, discussion will include the pupil and parental/carer preference for a secondary school placement. The primary school headteacher and other professionals in attendance at the review will be able to offer support and guidance in this respect.

Parents/carers will be encouraged to give reasons for their choice(s), which may include social reasons, such as family connections with the school and/or ease of travel.

Preferences for secondary schools made by Barnet resident parents/carers will be considered by the Local Authority from **October 2005**.

Barnet Local Authority will inform parents/carers once a decision has been made regarding secondary transfer and about any changes that the Local Authority intends to make to the existing Statement.

Parents/carers will have 15 days from the receipt of this communication to make representations about any proposed changes. The Authority must then consider any representation from the parent before deciding when and how to amend the Statement and will write to parents/carers with its final decision.

Making a decision about which secondary school will be named

Barnet Local Authority will consider the three criteria outlined in the SEN Code of Practice, and detailed above, when deciding whether or not to name a maintained school.

Barnet Local Authority will make decisions based on the following assumptions about Barnet secondary schools:

Most pupils' special educational needs can be met equally well in any Barnet secondary school. Some mainstream schools however, have specialist provision:

- ◆ **Whitefield School is able to support pupils with physical difficulties**
- ◆ **Hendon School is able to support pupils with hearing impairment**
- ◆ **The Ravenscroft School is resourced to support pupils with specific learning difficulties**
- ◆ **The Oak Hill Campus at Mill Hill High School is able to support pupils with emotional and behavioural difficulties**
- ◆ **London Academy is able to support pupils with speech and language difficulties**

In addition to the above mainstream schools with specialist provision we have:

- ◆ **Mapledown School which caters for pupils with severe learning difficulties and complex needs**
- ◆ **Oak Lodge School which caters for pupils with moderate learning difficulties (MLD) as well as pupils with MLD/Autism.**

Barnet Local Authority is obliged by law to consult a school before agreeing to name it in a Statement. If the school is maintained by another Local Authority, Barnet must also consult that Authority. Barnet must give consideration to all views received through consultation, but the final decision as to whether to name the school lies with this Local Authority. The Local Authority has a duty to name a school if it is suitable to the child's age, ability, aptitude or SEN; is not incompatible with the efficient education of the other children and is an efficient use of the LEA's resources.

If Barnet is unable to name any of the schools requested by parents/carers it will explain to parents/carers why it is unable to do so. Barnet will also inform parents/carers of their right to appeal to the Special Educational Needs and Disability Tribunal against the Local Authority decision.

Parents will be asked to express a first preference and to indicate alternate preferences in case the first preference is not agreed.

If Barnet decides to name a school on a Statement, the pupil is then entitled to a place at that school.

Questions and Answers for Parents/Carers

What if my child currently attends a special school?

Year 6 pupils at a primary special school will have a review to plan for secondary transfer and determine whether their needs can best be met in a mainstream or special school.

Can I express a preference for a special school?

Yes. You can express a preference for a maintained special school. The Local Authority must give consideration to your request and, if appropriate, name the preferred school unless it can be demonstrated that any one of the three criteria set out earlier in this document would apply. Your request will be considered by the Special Educational Needs Panel and you will be invited to submit evidence to support your request. However, in most cases appropriate provision can be made in a mainstream school. The Local Authority has a policy of Inclusion, which means that it will make every attempt to make resources available to provide for pupils' special educational needs in mainstream schools.

What happens when The Authority consults with schools?

The Local Authority has a statutory duty to consult with a school before naming it on a Statement. A formal consultation letter will be sent to the school with the pupil's Statement of Special Educational Needs, Advices and the latest annual review report, if applicable. The school will base its decision as to whether or not it is able to meet your child's special needs on the above paperwork. Some secondary schools may request a meeting with parents/carers and/or the child to obtain a clearer picture of your child's needs. Other secondary schools may visit your child in their primary school to observe interaction with classmates etc. The secondary school must base its decision on whether or not it can meet your child's needs as set out in the three criteria detailed on page 2.

When will I find out what school my child will be going to?

Pupils should know which secondary school they will be attending by **15 February 2006**.

What will happen if my child receives a Statement for the first time *between 1 September 2005 and 31 August 2006*?

If a pupil has a final Statement of Special Educational Needs dated between 1 September 2005 and 31 December 2005, parents/carers will be asked to complete the secondary transfer form for statemented pupils. It will not be necessary to hold a secondary transfer annual review for these pupils as the Statement will have been issued so recently. The Statement and Secondary Transfer form will then be considered by the Local Authority following the same arrangements as pupils with existing Statements.

If a pupil has a final Statement of Special Educational Needs dated between 1 January 2006 and 31 August 2006, parents/carers will be given an opportunity to express secondary school preferences when the proposed Statement is issued.

The Local Authority will consider your preferences judged against the three criteria set out in the Introduction. It is important that parents/carers should inform secondary schools visited that their child is going through a statutory assessment.

What will happen if I am unable to attend my child's Annual Review?

It is most important that you attend the review. However, if it is impossible for you to do so, the headteacher of the primary school may arrange to have a separate meeting with you to discuss your preferences for secondary school in the light of the general recommendations of the review. **It is essential, however, that you complete the Transfer Form, once received, and send it to the Local Authority within the given timescale.**

Can I appeal against a decision not to agree to the preferences that I have made?

Yes. You can appeal to the independent Special Educational Needs & Disability Tribunal once a final, signed Statement has been issued. A separate booklet, which can be obtained from Barnet's SEN Performance Team (020 8359 7701), gives further information about the appeal process. If you are unhappy with a proposal by the Local Authority not to name one of your preferences, senior officers within the SEN Performance Team can meet with you to discuss your views. The Local Authority will take account of your further views before making a final decision. This does not affect your statutory rights to appeal to the Tribunal.

Can I change my preferred schools after the Annual Review?

Yes. The Local Authority will accept changes to preferences until **12 November 2005**. It may be possible for the Local Authority to consider changes to preferences after this date in exceptional circumstances. **It should be remembered that late expressions of preference may impact on the Local Authority's ability to finalise arrangements for your child's school placement by 15 February 2006.**

What will happen if my child has a new Statement following a re-assessment during the academic year 2005-2006?

Following a formal reassessment parents may express a preference for a maintained school or make representations for a placement in any other school. Unless you indicate that you do not wish your child to be educated in a mainstream school, the LEA must ensure that the child is educated in a mainstream school unless incompatible with the efficient education of other children.

If the preferred school is the same, parents/carers do not need to complete a further transfer form, although the Local Authority will need to re-consult with schools if there are changes to the Statement.

Is it true that if a school is named on my child's Statement of Special Educational Needs, then that school must admit him/her?

Yes. The Local Authority cannot issue a Statement naming a school without consulting the school first. The views of that school will be taken into consideration before a decision regarding whether to name it on a Statement is taken.

If a maintained school is named under Part 4 of your child's Statement of Special Educational Needs, that school must admit your child. If the named school disagrees with the Local Authority's decision, the school can appeal directly to the Secretary of State to have the decision overturned. It is the responsibility of the school to provide sound educational reasons as to why your child's needs cannot be met there under the three stated criteria.

If it the Local Authority will not agree to name the school of your choice you will have the right of appeal against this decision to the Special Educational Needs & Disability Tribunal once a final Statement has been issued.

What happens if following review I want my child to attend an independent fee paying school?

Parents/carers are requested to give written agreement that they would be willing to pay the cost of the placement at an independent school. If the Authority is satisfied that the school is able to meet the pupil's needs the support as described in the child's Statement will be funded by the Authority. The Local Authority does not have the power to name an independent school on a child's Statement against the school's wishes.

Do I need to fill in the general Barnet Admissions form as well as the SEN form?

No. If your child has a Statement you will receive a different form to complete.

Can a school be named on my child's Statement if a school is selective and my child does not meet the criteria for selection?

No. This is because the placement would not be suitable under the first SEN selection criteria which is that it would be inappropriate to the pupil's ability.

What should I look for when choosing a school?

1. It is very important for parents/carers to visit secondary schools. Overleaf is a list of all Barnet secondary schools and their open evenings.
2. It is important to include your child in making the choice of schools.
3. It is important to be open-minded when making your decision.
4. You may wish to look at your local schools first as it will be more likely that your child's current primary school friends will be transferring to those schools. It will also help your child to make local friends.
5. Prepare a list of questions about how your child's special educational needs would be met at the school e.g. in terms of the layout of the school, the medical facilities at the school, the way support staff would be deployed.
6. Take a copy of your child's Statement with you to the open evening.
7. Make notes, either during the visit or soon after so that you can refer back to them when making your preferences.

SPECIAL SCHOOLS AND MAINSTREAM SCHOOLS WITH RESOURCED PROVISION IN BARNET

MAPLEDOWN

**Claremont Road
NW2 1TR**

**Headteacher: Steve Carroll
Tel: 020 8455 4111**

A special school for young people with profound and multiple learning difficulties and severe learning difficulties

WHITEFIELD

**Claremont Road
NW2 1TR**

**Headteacher: Peter Blenkinsop
Tel: 020 8455 4114**

Resourced provision for pupils with physical disabilities

MILL HILL HIGH SCHOOL OAK HILL CAMPUS EN4 8XE

**Headteacher: Geoffrey Thompson
Tel: 020 84361 4639**

Resourced provision for pupils with emotional and behavioural difficulties

LONDON ACADEMY

**Green Lane
Edgware HA8 8BT**

**Principal: Philip Hearne
Tel: 020 8958 5310**

Resourced provision for pupils with Speech and language difficulties

OAK LODGE

**Heath View off East End Rd
N2 OQY**

**Headteacher: Lynda Walker
Tel: 020 8444 6711**

A special school for young people with moderate learning difficulties and autism.

HENDON SCHOOL

**Golders Rise
NW4 2HP**

**Executive Head: Nick Christou
Tel: 020 8202 9004**

Resourced provision for pupils with hearing impairment.

THE RAVENSCROFT Barnet Lane N20 8AZ

**Headteacher: Mary Karaolis
Tel: 020 8445 9205**

Resourced provision for pupils with specific learning difficulties