

The Process of Applying for a Post 16 Setting with an EHCP.

Enfield Post 14 SEN Team



Purpose of Session

- Step by Step breakdown of the Post 16 Phase Transfer process for Young People with an EHCP.
- Consultations with your preferred setting.
- The process of Naming a Post 16 Setting within an EHCP

Phase Transfer for Post 16

The term “Phase Transfer” applies to those children and young people with Education, Health and Care Plans (EHCP) who are transferring between various phases of education:

- Early years to school
- Primary school to middle school
- Infant to Junior School
- Junior to Secondary School
- Middle to secondary school
- **Secondary to Post 16 education**

In order to transfer the EHCP from one school to another, the Local Authority must complete a formal legal process. This is known as a phase transfer process..

Phase Transfer Process

- Before the Year 11 Annual Review parents can request SEN Careers support for their child/young person to discuss what college options and courses are available for Post 16 Education. These might be a Sixth Form in the current school or another school, General Further Education College or Training.
- When a Young Person is due to transition into Post 16 Education we advise that their Annual Review is held either in the Summer Term of Year 10 or at the latest, Autumn Term of Year 11. During these Annual Reviews staff at the current setting, in addition to external specialist support providers who work with young people can also help discuss options for Post 16 Settings.
- Enfield SEN Team will contact Parents/Carers during the Summer between Year 10 and 11 with a 'Preference Form' that requests they name their preference for Post 16 Choices . We recommend that at least 2 preferences are given. The deadline for this form to be returned to the SEN Team is usually October/November the same year.
- Parents/Carers/Young Person **must** also make a formal application directly with the preference setting's they have named as preference for a particular course or subject/s.*

***Whilst the Local Authority will consult with the settings, it is important to also complete these applications as the Young Person may not be accepted onto their chosen course if this not completed.*

Phase Transfer Process

- After the Annual Review has taken place, the Local Authority will then make a decision whether to Maintain, Amend or Cease the Education, Health and Care Plan (EHCP). Any Amendments should be completed within 4 weeks of the review meeting and a Proposed Amended EHCP sent to Parents/Carers/Young People for comment and additional representation prior to finalisation.
- Enfield SEN Team will then use the latest EHCP and Review paperwork to consult with all settings named as your preferences. These consultations should be completed for all Young People before the end of the Autumn Term. Where no preference has been received, Enfield SEN Team will consult with the nearest appropriate General Further Education College and continue to follow up with individuals to obtain a preference setting to consult with.
- Once a consultation has been sent, the receiving setting then has **15 Calendar Days** in which to respond. Their response will outline whether they feel they can meet the needs and provision as stated within the EHCP and as a result , offer a placement for September.
- The Enfield SEN Team will then review each consultation response individually. Any necessary presentations to our Placement Panel will be made and further conversations directly with settings will take place where they have requested additional information or require assessment visits to take place prior to confirming an offer of a place,

Phase Transfer Process

- For transfers from secondary education to Post 16 education, the deadline to name a Particular Setting or Type of Setting is the **31st March** in the year that the transfer takes place. Enfield SEN Team will endeavour to have all decisions completed prior to this deadline with some decisions being confirmed as early as the end of the Autumn Term. However, where the Local Authority has not for any reason been able to name a specific Setting within Section I of the EHCP, then a 'Type' (e.g. General Further Education) of Setting will be named no later than the 31st March deadline.
- For any individuals where Type has been named the SEN Team will continue to work closely with Parents/Carers/Young People to discuss consultations we have sent/received to date and ensure a specific Named Setting is confirmed as soon as is practicable.
- The Local Authority would of course want to work with Young People and their families to resolve any issues that may be identified however if the Parent/Carer/Young Person remains unhappy with the decision of Type or Named placement within the EHCP then they will have a right to appeal this decision to the Special Educational Needs and Disability Tribunal (SENDIST). Further details to appeal will be outlined on the Final Plan Letter that will be sent alongside the Final EHCP.

Identifying Post 16 Placements

- Most children and young people with special educational needs can be taught in mainstream schools or colleges. Only a very small number of children with severe or complex needs might have their needs best met by attending a special setting.
- Enfield's Local Offer contains useful information about Preparing for Adulthood (PFA) and identifies options for Post 16 Transition including the Local Colleges in the area. There is also additional information regarding course levels and what these mean, supported internships and more.

<https://www.enfield.gov.uk/services/children-and-education/local-offer/young-people-14-to-25/post-14-education-for-young-people-with-an-ehcp#introduction>

- If at any point there is uncertainty around the Phase Transfer process the Case Co-Ordinator allocated to the Young Person will be more than happy to have additional conversations around this to answer any questions or signpost to additional services such as our Careers advisors.

Post 16 Travel Assistance

- Travel Assistance that may currently be in place for an individual young person is not automatically continues or agreed when they move to Post 16.
- The criteria for Travel Assistance is different for a Post 16 Learner. Timely applications for transport will need to be made once you have received confirmation of the Named Setting within the EHCP.
- More information on Travel Assistance and making applications for this can be found on the Enfield Local Offer : <https://www.enfield.gov.uk/services/children-and-education/local-offer/young-people-14-to-25/travel-and-transport>

SEN Contact

PFA@enfield.gov.uk

020 3821 1919

If there are any questions around the Phase Transfer process or anything discussed today, please contact the allocated Case Co-Ordinator or the individual Young Person and they will be more than happy to assist you.

If you are not aware who the allocated Case Co-Ordinator is for a particular Young Person or do not have their direct contact details please contact the Team who will direct your call appropriately.