



# **Transfer from Primary to Secondary School – September 2012**

Arrangements for Lewisham  
Resident Pupils with Statements of  
Special Educational Need (SSEN)

**A Guide for Parents/Carers**

## Introduction & Background

1. By law, the secondary transfer process is different for children with Statements of Special Educational Need (SSEN). This leaflet explains the differences and outlines the arrangements for transfer of Lewisham resident pupils with statements.
2. Lewisham Local Authority (LA) produces a booklet called “Secondary Schools in Lewisham”. This booklet provides information about Lewisham secondary schools and the arrangements for transfer to Lewisham secondary schools for non-statemented pupils. Parents/carers of statemented pupils should refer to this booklet to gain information about maintained mainstream secondary schools in Lewisham, along with Academies in the borough. A copy of “Secondary Schools in Lewisham” can be obtained from the Admissions team (020 8314 8282) and is also available in Lewisham primary schools. A list of Lewisham mainstream and special schools and resource bases is attached at the end of this booklet.
3. Parents/carers of children with statements have certain rights on admissions and transfers. You are entitled to express a preference for a school in the maintained sector (mainstream and special) that you wish your child to attend.
4. Lewisham operates an inclusive policy and will always aim to educate pupils within a mainstream setting, where possible and appropriate, as under the Education Act 1996 (Section 316). However, you may alternatively ask for a placement outside the maintained sector, which will be considered by the authority before making a final decision on naming a school in Part 4 of the SSEN.
5. LAs must agree the parental preference for a school in the maintained sector (mainstream and special) unless the school is:
  - *unsuitable for the child’s age, ability and aptitude and the special educational needs set out in Part 2 of the statement;*
  - *the child’s attendance is not compatible with the efficient education of other children in the school; and*
  - *the placement is an inefficient use of the LA’s resources*

## Process

1. Lewisham LA will ask your child’s school to hold an annual review of your child’s statement during the summer term of Year 5. Most of these reviews will be held between the months April and July, and you should be invited and informed of the review date. However if a Year 5 review has already taken place, the LA is recommending that a ‘mini-review’ be completed in order to discuss issues regarding your child’s transfer to secondary school.
2. The aims of the review are to assess your child’s progress and the provision made for your child. The review should consider whether it is necessary to amend the statement to reflect newly identified, or significantly changed needs and subsequent provision. In some cases, the review may consider whether the statement’s objectives have been met, and whether it should cease to be maintained by the authority, given the success of the interventions and support and the significant progress of the child.

3. In addition, the secondary transfer review will be the meeting at which you can discuss a preference for a secondary school. The primary school Special Needs Co-ordinator (SENCO) will advise you in this process. Your named SEN Officer may also be available to offer advice and support to you and the school in this process.
4. You will be able to express preferences for your first and second choice of schools and will be invited and encouraged to give reasons for your choices, including social reasons, such as family or friend connections with the school, or ease of travel.
5. The recommendations of the review meeting will be recorded on two forms:
  - i) the standard annual review form recording the child's progress and establishing the educational objectives for the next year;
  - ii) the Lewisham secondary transfer form for statemented pupils, recording your first and second preferences for secondary school and the reasons for these choices.

## Decisions

1. Lewisham LA will consider the three criteria outlined by the Code of Practice in naming a school (see point 5 of Introduction & Background above ).
2. Lewisham LA operates an inclusive policy and will always aim to educate pupils within a mainstream setting, unless this is contrary to your wishes or would effect the efficient education of other children. The general duty assumes that with the right strategies and support, most children with special educational needs can be included successfully in mainstream school. The LA should be able to provide a mainstream option for all but a small minority of pupils.
3. Lewisham LA is obliged by law to consult a school before agreeing to name it in the statement. If the school is maintained by another LA, Lewisham must also consult that LA. Lewisham LA must give consideration to all views received through consultation, but the final decision as to whether to name the school lies with the LA.
4. Where an LA proposes to name an Academy in a statement of SEN made in accordance with section 324 of the Education Act 1996, the Academy shall consent to being named, **except where admitting the child would be incompatible with the provision of efficient education for other children; and where no reasonable steps may be made to prevent the incompatibility.** In deciding whether a child's inclusion would be incompatible with the efficient education of other children, the Academy shall have regard to the relevant guidance issued by the Secretary of State to maintained schools. In the event of any disagreement between the Academy and the LA over the proposed naming of the Academy in a statement, the Academy may ask the Secretary of State to determine whether the Academy should be named. The Secretary of State's determination shall be final.
5. When Lewisham LA decides to name a school on a statement, the child is then entitled to a place at that school. Lewisham LA must be able to show that it has given due consideration to the criteria concerning admission to the school.

## **Procedure**

1. The LA will consider the recommendations and requests made at the annual review meeting on the standard annual review form and your preferences and comments on the secondary transfer form at an extraordinary panel meeting in October 2011. It will consider which schools should be consulted. It may also decide to amend the description of special educational needs, or the appropriate type of provision/level of stated support, or to propose to cease to maintain the statement of special educational need.
2. Lewisham LA will write to you after the secondary transfer panel meeting to advise of any changes that the LA intends to make to the existing statement. You will have 15 days from the receipt of this letter to make representations about any proposed changes. The LA must then consider any representations you make before deciding when and how to amend the statement, and will write to you with its final decision. You will also be given an opportunity to meet with your named SEN Officer to discuss issues in greater detail.
3. At the same time the schools that you have chosen will be consulted as to whether they consider that they could meet your child's needs efficiently. A further meeting of the panel will take place in December to consider the formal responses and to allocate schools. You will be notified of the school the LA intends to name soon after and again, you will have 15 days to respond.
4. The amended final statement will be issued by the statutory deadline of 15 February 2012.

## **Further Information & Advice**

If your child has a statement of special educational needs and you would like to discuss his/her transfer from primary to secondary school further, you can either speak to the Headteacher or SENCO of your child's school, or to your named SEN Officer.

For independent support and advice on options and processes you are also able to contact the Lewisham based independent Parent Partnership Service on 020 8695 5955.

## **Questions & Answers**

### **❖ What if my child currently attends a special school?**

Pupils at special school settings will have a Year 5 review in the same way, with consideration given to whether reintegration into a mainstream setting is possible and appropriate, either prior to or at transition to Year 7.

### **❖ Can I express a preference for a special school, and will the LA name a special school?**

Yes, you can express a preference for a special school. The LA must name your preferred choice unless:

- a) the school is unsuitable to the child's age, ability or aptitude or to his special educational needs or
- b) the child's inclusion at the school would be incompatible with the efficient education of other pupils or the efficient use of resources.

The LA normally has a duty to educate a child in a mainstream school; however it is not bound by this duty where a child has a statement and mainstream school is against parental wishes. However, this decision is up to the LA.

Where the LA does not name the preferred choice of special school, the LA must consider the request for special school education. In doing this the LA must have due regard to the duty imposed by Section 9 (Education Act 1996), and the need to arrange suitable educational provision imposed by Section 324 (Education Act 1996). The LA then decides which school (special or mainstream) is named in Part 4 of the child's statement.

❖ **What will happen if my child has special educational needs but does not yet have a statement?**

If your child has special educational needs but does not yet have a statement (even if s/he is under formal statutory assessment) the **Lewisham Admissions Common Application Form** must be completed.

Should the LA decide to issue a proposed statement of special educational needs the first two preferences on the Common Application Form will be used for formal consultation, but you will also have the option to confirm your preferences at that stage.

If your child receives a final or draft statement before 3 October 2011, you will be asked to complete a special educational needs secondary transfer form. There will then be no need for you to complete the Common Application Form.

❖ **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 or SENCO of the primary school would arrange to have a separate meeting with you to discuss your preferences for secondary school in light of the general recommendations of the review.

❖ **Can I appeal the decision not to agree my first preference?**

Yes. If you are unhappy with a proposal by the LA not to name your first preference, your allocated SEN Officer can meet with you to discuss your views. The LA will take account of your further views before making a final decision.

When the statement is finalised, if you still disagree with the school named in Part 4 you can appeal to the independent First-tier Tribunal (Special Educational Needs and Disability). Further details can be obtained at [www.sendist.gov.uk](http://www.sendist.gov.uk).

❖ **Can I change my preferred schools after the review?**

Yes. The LA will accept changes to preferences **until the end of the first week in December 2011**.

It may be possible for the LA to consider changes to preferences after this date in exceptional circumstances. **However, any late change may mean that a place in your preferred school is no longer available, due to allocations being made.**

❖ **What will happen if my child receives an amended statement following a reassessment during Year 6?**

If your preferred school is the same, you do not need to complete a further transfer form, although the LA will need to re-consult with schools if there are changes to the statement. If you wish to change your preference following reassessment you can do so. The LA would apply the criteria identified in deciding whether to agree name a new preference in Part 4 of the amended final statement.

❖ **Is it true that if a school is named on a child's statement of SEN, then that school must admit him/her?**

Yes. If a school is named under Part 4 of your child's SSEN, that school must admit your child. However, Lewisham LA cannot issue a statement naming a school without consulting that 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 it is felt that any of the exceptions to the admission criteria apply, Lewisham LA will not agree to name that school. In this case, your preferred school will not be obliged to admit your child.

Your views will be sought regarding an alternative school and you will be given the right to appeal against this decision once a statement naming an alternative school has been issued.

❖ **Will home to school assisted transport be provided for my child?**

Not automatically. Applications for home to school transport will be considered on a case by case basis and against the Lewisham criteria. However, as a general rule pupils over 8 years old (with no identified significant mobility difficulties) are not eligible for transport if they live less than 3 miles from the school. In the event that your preferred school is further away from your child's home than another school that can meet your child's special educational needs it might be open to the LA to name the nearer school, if that would be compatible with the efficient use of the LA's resources. It would also be open to the LA to name your preferred school on condition that you agree to accept, and continue to accept, responsibility for arranging and funding home to school transport. If for any reason in the future you are no longer willing or able to continue doing so, then your child would need to transfer to a nearer suitable school.

If your child currently receives home to school assisted transport you will need to re-apply by April 2012. Current provision is not a guarantee of provision in the future.

# LIST OF LEWISHAM SECONDARY SCHOOLS

## MAINSTREAM SCHOOLS

Addey & Stanhope  
Bonus Pastor Catholic College  
Conisborough College  
Deptford Green School  
Forest Hill School  
\* Haberdashers' Aske's Hatcham College  
\* Haberdashers' Aske's Knights Academy  
Prendergast-Hilly Fields College  
Prendergast-Ladywell Fields College  
Sedgehill School  
St Matthew Academy  
Sydenham School  
Trinity CE Secondary School

\* **NB:** If you are applying for a place at one of the schools in the Haberdashers' Aske's Federation you will also need to obtain and complete an application form from them.

## SECONDARY SPECIAL SCHOOLS AND RESOURCE BASES

### SPECIAL SCHOOLS

Brent Knoll

*Brent Knoll School is a mixed special school for pupils aged 4 - 16. It meets the needs of children and pupils who have health problems, speech, language and social and communication difficulties, autistic spectrum disorders, including Asperger's Syndrome; physical disabilities and mild learning difficulties.*

Greenvale

*Greenvale is a mixed day school for students between the ages of 11 and 19. All have severe learning difficulties and may also have additional disabilities. These additional disabilities may include epilepsy, physical disabilities, hearing and visual impairment and emotional difficulties.*

New Woodlands

*For pupils who need behaviour support (Years 7 – 9)*

Pendragon

*Pendragon School caters for secondary-aged students with autism.*

### RESOURCE BASES AND UNITS

Addey & Stanhope – speech, language and communication  
Conisborough College School – learning difficulty and disability  
Deptford Green  
Sedgehill – hearing impairment

## Secondary Transfer Procedure for Lewisham Pupils with Statements of SEN

<p><b>(June – September 2011)</b> Parents/Carers visit secondary school provision with a view to identifying preferences.</p>	
<p><b>(By end of July 2011)</b> Annual Review held in school. Parents/Carers invited to attend and give view on their child's progress and to indicate a preference for a secondary school.</p>	
<p><b>(By 3 October 2011)</b> Special Needs Secondary Transfer Form sent to Lewisham LA</p>	
<p><b>(17 &amp; 18 October 2011)</b> Secondary Transfer Panels consider the reports and any preference for a school</p>	
<p><b>(4 – 11 November 2011)</b> LA writes to Parents/Carers outlining any amendments to statement of special educational needs</p>	
<p><b>(4 - 25 November 2011)</b> Lewisham LA consults with preferred schools and other LAs (if school not in Lewisham)</p>	
<p><b>Preferred school named</b></p>	<p><b>Preferred schools not named</b></p>
<p><b>(By 15 February 2012)</b> Amended Final Statement issued naming school</p>	<p>Parents/Carers' views requested – meeting offered with SEN Officer</p>
<p>Parent given right of appeal to First-Tier Tribunal (SEN &amp; Disability)</p>	<p>Lewisham LA consults further with Parents/Carers regarding alternative schools</p>
<p><b>(By 15 February 2012)</b> Amended Final Statement issued naming alternative school, or type of school</p>	
<p>Parent given right of appeal to First-Tier Tribunal (SEN &amp; Disability)</p>	