

## Secondary Transfer 2012 - Time Table

PROCEDURE	SEPTEMBER 2012 TRANSFER TIMETABLE
Secondary Transfer / post 16 pupils identified - Schools / <b>professionals</b> contacted with secondary transfer information / notify out of borough of dates	22 March 2011 ✓
Parents contacted with secondary transfer information	22 March ✓
Return of preference form deadline (incl. post 16)	3 October 2011
Return of annual review forms	End of summer term
SEN Officers to update statements	<b>From receipt of annual review - 7 October 2011</b>
SEN Officers to photocopy papers	w/b 10 October 2011
Panel meetings to discuss cases	17 October 2011 - special; 18 October 2011 - mainstream Rooms 303/304
SEN Officers to send out proposed statements	4 - 11 November 2011
& formal consultation letters sent out to schools	4 November 2011 (Deadline 25 November 2011)
Oob applications to Bromley	
Panel meeting to allocate schools	6 December 2011 Rooms 303/304
Schools notified (15 days to reply) - <b>MM to list</b>	13 December 2011
Outborough LAs notified	13 December 2011
SEN Officers to send out letters of intent to parents with details of allocated school (15 days to reply)	13-Dec-11
Statements issued by (where no outstanding issues)	<b>15 February 2012</b>