

Director of Children's Service
The London Borough of Barnet,
Building 4, North London Business Park
Oakleigh Rd South,
London N11 1NP

**Parent/Carer of all Pupils
with a Statement of Special
Educational Needs
undergoing Phase transfer**

contact: Juliana Joshua/Robin Deavin

tel: 020 8359 7007

date: 18 September 2014

Dear Parent/Carer

Re: Phase Transfer for pupils with a Statement of Special Educational Needs 2015

Your child is of age to transfer to the next phase of their education in September 2015. This may be primary to secondary, nursery to Reception or infant to junior. I am writing to explain the transfer process for pupils with a Statement of Special Educational Needs.

You may already have been to visit schools and we hope these visits have gone well. However, if you would like more advice or information on considering schools or have any enquiries regarding the process or completing the application, please contact the **Barnet SEND Information Advice and Support Service (formally Parent Partnership) on 020 8359 7737/5680/7272.**

You may also contact the **SEN Team on 020 8359 7007 or via e- mail to:** SenSecondaryTransfer@barnet.gov.uk (this email address is used for all phase transfers including Year 2, 6 and year 9 and 11 pupils).

All pupils undergoing phase transfer will have a Final Statement issued on or before 15 February 2015.

By 10th October 2014

We will send you a Proposed Amended Statement, updated using the latest Annual Review Report. We would welcome your comments on this document.

A **Parental Preference Form** will be enclosed together with information that explains about expressing a preference and how the SEN team will consult with schools.

By 31 October 2014.

Parents/Carers should have returned their formal preference(s) for a school for their child

Between 1 November – 14 January 2015

Schools will receive consultation papers for pupils. The letter from the SEN team that accompanies the papers will set out why a consultation is taking place. This may be due to parental preference or because the Local Authority believes it may be an appropriate school.

By 29 January 2015

Schools respond to the formal consultation.

Between 30 January - 7 February 2015

The SEN team will consider parental preference in the context of school responses, seeking advice from the Complex Needs Panel where necessary

Between 10 – 15 February 2015

Final Statements will be issued to parents. Schools and health services (where appropriate) will receive a copy of the Statement. The Statement will name your child's school from September 2015 and you will not receive any further correspondence from the Local Authority regarding phase transfer.

We sent a letter to you at the start of this term explaining the process of transferring Statements to Education Health and Care Plans (EHCP). This year we are prioritizing pupils in Years 2, 9, 11, 13 and 14. If your child is in either of these years groups you will receive information separately about this.

I hope you find the above information helpful, however please do not hesitate to contact me if you have any queries.

Yours sincerely

Juliana Joshua

Robin Deavin

Juliana Joshua & Robin Deavin
SEN Casework Managers
SEN Referral & Assessment Team