

**JUNIOR TRANSFER 2024: INFORMATION
BOOKLET FOR CHILDREN WITH
EDUCATION, HEALTH & CARE (EHC)
PLANS**

**Barking &
Dagenham**

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1. Introduction

- 1.1 We know that your child's move into junior school education can be an anxious time, so this booklet has been put together to help guide you through the junior transfer process for pupils with EHC Plans in Barking & Dagenham.
- 1.2 If you are interested in a particular junior school, you should contact the school to arrange a visit; the Special Educational Needs Coordinator (SENCO)/Inclusion Manager from your child's current school will be able to help you with this.
- 1.3 You may have already been given advice on the type of junior school suitable for your child through discussion at an Annual Review meeting., however it is still important that you visit potential schools, where possible and speak to their special needs staff to help you to make informed decisions about your preferences.

2. Process

- 2.1 You have the opportunity to state your preference(s) for a school using the preference form included with your letter.
- 2.2 If any of your preferences are for a school in another local authority, you must still complete the provided form and name the school(s) in Part 2 of the form; we will approach the school and other local authority (LA) on your behalf to seek a view on the suitability and availability of a place.
- 2.3 A school place will be allocated to your child in accordance with the SEND Code of Practice (2015):
 - the school is suitable to the child's age, ability, aptitude or SEN; or
 - the placement would be compatible with the efficient education of the other children with whom your child would be educated, or
 - the placement would be compatible with the efficient use of resources.
- 2.4 Should your child currently be educated in mainstream primary school setting, and you are asking the LA to consider a junior special school placement, evidence will be required to indicate a significant change in needs or required provision to warrant such a placement. Such information would be taken from the most recent Annual Review information/and or recently provided professional advice.
- 2.5 You will be given the opportunity to make representations and to discuss any queries you have with your named EHC Coordinator about the school allocated or the content of the EHC Plan.

3. Meeting your child's needs

- 3.1 Many children and young people with EHC Plans attend, and have their needs met in, their local mainstream junior school. Details on all Barking and Dagenham schools can be found at www.lbdd.gov.uk/schools-and-learning/schools-borough.
- 3.2 **Mainstream Additionally Resourced Provision (ARP):** As part of the Barking and Dagenham SEND Local Offer, arrangements have been made for Additionally Resourced Provision (ARP) in some of our mainstream schools.

3.3. An ARP is provision, within a mainstream school, designed to provide specialist and targeted support for children with long term special educational needs. ARPs are additionally funded, which means that a school ARP receives additional resources. They can offer:

- teaching staff with additional knowledge, skills and expertise in a particular area of SEN;
- specialist environments which support the learning needs of each pupil;
- systems to track small-step progress;
- lessons in mainstream classes, but with additional specialist resources and teaching;
- additional educational psychologist and specialist health input as necessary

3.4 ARPs are small-scale, typically providing for between 10 and 20 pupils in primary schools and up to 30 in junior schools. ARP pupils are supported in their own year groups. Pupils will spend time within the designated ARP classroom and their time in their mainstream class will be agreed so that their access is fully successful. This approach enables each individual to receive the particular support that they need, at the appropriate age-related level in the most appropriate setting.

3.5 Each ARP specialises in a particular area of special educational needs. Each ARP is an integral part of the school.

Autism or complex Social Communication:

- George Carey Primary School
- Manor Primary School
- Monteagle Primary School
- John Perry Primary School
- Becontree Primary School
- Rose Lane Primary School

Social, Emotional and/or Mental Health:

- William Bellamy Primary School
- Gascoigne Primary School

Complex Learning needs:

- Dorothy Barley Junior School
- Richard Alibon Primary School
- Ripple Primary School
- St Peter's RC Primary School

Deaf and Hearing Impairment:

- Five Elms Primary School
- Eastbury Primary School

Speech, Language and Communication:

- Hunters Hall Primary School

3.6 **Special Schools:** As part of the Barking and Dagenham SEND Local Offer, arrangements have been made for specialist provision to meet the needs of our most complex children and young people.

Trinity Special School

Children and young people with profound and multiple learning difficulties, and severe learning difficulties.

Riverside Bridge

[Riverside Bridge](#) is an inclusive school where every child is valued and supported to achieve as full and independent life as possible.

- 3.7 All schools have their own prospectus, booklet or school website that explains the curriculum, facilities and what they aim to achieve for their pupils, along with the school's local SEND offer to pupils with identified special educational needs.
- 3.8 We recommend that you visit those schools that you believe offer the type of provision that will meet your child's special educational needs. It would be advisable to involve the SENCO from your child's current school. Visiting schools and attending open days will give you the chance to talk to teachers and existing pupils before making your decision.
- 3.9 Further information can also be found on the Barking and Dagenham SEND Local Offer website www.lbbd.gov.uk/children-young-people-and-families/local-offer

4. Completing the Preference Form

- 4.1 **Part 1:** Check that your child's details in Part 1 of the form are correct.
 - 4.1.1 If the pre-printed address is incorrect, write the correct address in the space provided and attach proof of residence, such as a recent utility bill etc.
- 4.2 **Part 2:** Enter the names of the schools in the order of your preference
 - 4.2.1 If any of your preferences are for a place in one of the mainstream ARP places, please ensure you clearly indicate this
 - 4.2.2 If your child has a sibling on roll at any of your preferences and will still be in attendance in September 2023; you need to put the name and date of birth of the sibling in the boxes next to the relevant school name.
 - 4.2.3 We would encourage that you have discussed your preferences with your child's current school SENCO.
 - 4.2.4 If your preferences are schools in another LA, you still need to put them on the form provided form. Barking and Dagenham LA is required to consult the school and its maintaining LA regarding your request. Please remember that other LAs may not be able to offer your child a place. Therefore, it is advisable to also consider Barking and Dagenham LA provision.
- 4.3 **Part 3:** Provide information you think is relevant to your preference(s), attaching any additional sheets or documents, if you wish.
- 4.4 **Part 4:** Fully complete the parent carer details, ensuring that the form is dated and signed.

5. If you do not submit a completed preference form

- 5.1 If you do not submit a EHC Plan Junior Phase Transfer 2023 Preference Form, we will:
 - seek advice from your child's current school;
 - consider all information available such as the most recent Annual Review and current EHC Plan; and

- proceed with consultation with the closest appropriate school setting in order to secure a placement.

5.2 It is therefore important that you express a preference of a named school for your child.

6. How places are allocated

6.1 School places are allocated in accordance with the Children and Families Act 2014, which requires that a decision is made after taking into account the child's special educational needs, parental preference and the formal view of the schools requested.

6.2 Barking and Dagenham LA is required to comply with parental preference for a maintained school unless:

- the school is unsuitable to the child's age, ability, aptitude or SEN; or
- the placement would be incompatible with the efficient education of the other children with whom the child would be educated; or
- incompatible with the efficient use of resources.

6.3 In cases where there are more applications for places than a setting can accommodate, places will be allocated on the basis that the setting is able to meet the child's special educational needs, with priority is given to:

i) **Children in care** (see definition below) where the school is the most appropriate placement for their SEN.

Looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order. This includes any child / young person who is subject to a Full Care Order, an interim Care Order, accommodated under Section 20 of the Children Act 1989, is remanded or detained into Local Authority accommodation under Criminal Law or who has been placed for adoption.

ii) **Children with a sibling** (see definition below) already on roll at the school in September 2023, where the placement is clearly appropriate to the transferring child's special educational needs.

For the purposes of allocation, siblings (brothers or sisters) are considered to be those children who live at the same address and either:

- a) have one or both natural parents in common; or*
- b) are related by parent's marriage; or*
- c) are adopted or fostered by a common parent; or*
- d) unrelated children living at the same address, whose parents are living as partners, are also considered to be siblings.*

iii) **Children for whom this particular setting is the only placement** that can meet their specific SEN.

iv) In the event that there are still places available at a setting, they will be allocated to **children whose special education needs can only be met in this type of provision** and it is the nearest school to their home address.

6.4 Any further places will be allocated to children whose needs can appropriately be met at this type of provision.

7. Notifying you of the school we are proposing to allocate

7.1 You will be sent a letter of intent, along with a Notice of Amendment, at the end of the autumn term 2023 informing you of the proposed school to be allocated. This will explain how you can make representations to Barking and Dagenham LA if you disagree with or have any concerns about the proposed school place before a final/amended final EHC Plan is issued.

8. Representations

8.1 You will have an opportunity to speak with someone in the EHC Team if you have concerns about the content of the proposed EHC Plan and the school that has been allocated. We will work with you to identify the best way forward and to resolve any issues that may arise.

9. Special Educational Needs and Disability Information, Advice & Support Service (SENDIASS)

9.1 Carers Centre SA Ltd provides comprehensive, quality, and impartial advice to parents of and young people and children with special education needs on all aspects of education. They will therefore be able to advise you how decisions are taken in relation to transfer to junior schools and how you can raise any concerns you may have regarding the proposed school or content of the EHC Plan.

For more information you can contact:

By telephone: 020 8593 4422

Website: www.carerscentre.org.uk

10. Travel Assistance

10.1 The majority of Barking and Dagenham pupils with an EHC Plan do not receive, nor require specialised travel assistance from the LA. Wherever possible the LA expects parent carers of pupils to make arrangements for their child to attend school in the same way as parent carers of pupils without special educational needs.

10.2 If your child goes to a school more than three miles from your home (measured by the nearest available walking route), you may qualify for financial help to support you with arrangements for your child to get to and from school.

10.3 Additional travel assistance support can be considered for children and young people who are resident within Barking and Dagenham, and for children in the care of Barking and Dagenham Council and who:

- i) have complex special educational needs, a disability or mobility problem as identified through the education, health and care needs assessment; and
- ii) are of statutory school age, which is between five years of age and up to the last day of the school year when the child reaches sixteen years of age.

10.4 If you choose to send them to a school further away from your home, then you will be responsible for ensuring that your child is able to make the journey or be appropriately supported to make the journey to and from the school you have requested.

10.6 Further information can be found in the Home to School Travel Assistance Policy, which can be accessed at www.lbbd.gov.uk/local-offer or requested from the Transport Commissioning Team at transport.request@lbbd.gov.uk.

11. Timetable

By end of Summer Term 2023	Annual Review meetings held for Year 1 pupils to discuss the transition to junior school placements with particular focus on necessary provision and planning.
By 20 October 2023	Your completed preference forms should be returned to: <ul style="list-style-type: none"> - EHCTransfers@lbbd.gov.uk (reference in subject line); or - Education, Health & Care Team, Barking Town Hall, Town Hall Square, Barking IG11 7LU
w/c 30 October 2023	Barking & Dagenham LA formal consultation with the governing body, proprietor, or principal of your preferred junior school(s). This will include the Local Authority for the school if not maintained by LBBB.
w/c 13 November 2023	Barking & Dagenham LA consideration of consultation responses and provisional allocation of placements made
w/c 11 December 2023	Notice of Amendment and letter of intent will be sent you, identifying any proposed amendments to current EHC Plan and the intended junior school to be named in Section I. You will have an opportunity to make written representations to the proposals.
w/c 1 January 2024	All representations from parents, carers and schools considered, and potential further action identified
By 15 February 2024	Amended Final EHCPs issued naming junior placement for September 2023.