

**To Parents and Carer of Year 6
Children with EHC Plans**

Children's Services Directorate
Special Educational Needs

Tel: 020 7364 4880
www.towerhamlets.gov.uk

September 2024

Dear Parents and Carers,

Secondary Transfer September 2025

As you know, your child who has an Education, Health and Care Plan is due to transfer to secondary school in September 2025.

I am writing to tell you of the special arrangements that apply to children with EHC Plans.

The parents or carers of a child with an EHC plan have the right to ask the Local Authority to name the school of their preference in their child's plan. To request that we name a particular school (either mainstream or special) at secondary transfer, you must return the attached form by **21st OCTOBER 2024**.

If you do not request a school to be named, your child will be allocated a place at the nearest secondary school with a vacancy.

In order to make the secondary transfer process as fair as possible, all requests for secondary school places will be considered at a special meeting of the SEN panel. It is therefore very important that you return your form on time.

You must ask for 3 schools to be consulted in order of preference. If the LA does not agree to name the school you most prefer, consideration will be given to naming one of the other schools. However, you are not guaranteed a place at the schools you request to be named. If you request only one school and a place cannot be allocated to your child, the panel will name the nearest suitable school with a vacancy.

If your child attends a special school with a secondary department, you should still return the form indicating that you wish your child to remain at his/her current school. In this case, you do not need to make three choices.



Please also note that transport to secondary schools is only provided in exceptional circumstances, and any requests will be considered individually by the SEN Travel Assistance panel. The general expectation is that a child will be accompanied by a parent where necessary, unless there is a good reason why it is not reasonable to expect the parent to do so. Transport is not automatically provided to children with an EHCP and you will need to complete an application form and provide a clear explanation as to why you are not able to take your child to school yourself. Your child will then be assessed by the Independent Travel Training Team to ascertain whether they would benefit from training. When choosing your preferred school(s), please take into consideration the transport arrangements you will need to make for your child. If you have any queries about transport, we recommend that you speak to the SEN Section before making your choice so as to make an informed decision.

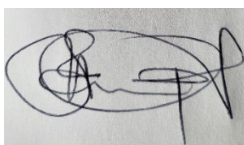
Further information about the secondary transfer process can be found in the booklet Ready for secondary school in Tower Hamlets 2025 which is available to view online at www.towerhamlets.gov.uk/secondaryadmissions

Please complete the form given to you by your child's primary school and return it to the address on the form. Please do not use the online application process for children with EHC Plans.

We are gathering insights on how you're selecting secondary schools, and we would greatly appreciate your feedback. Please use the QR Code below to participate in our survey.

If you require any further information please contact the SEN Section on the number at the top of this letter.

Yours sincerely



Jay Murphy
Interim SEN Assessment and Review Service Manager

Phase Transfer Preferences Survey
2024-2025

