

Special Educational Needs and Disability Statutory Assessment and Review Service (SENDSARS) 0-25

People Services

Moorfoot, West Wing, Floor 5, Sheffield, S1 4PL

Tel: 0114 273 6394

Email: SENDAssess&Review@sheffield.gov.uk

Website: www.sheffield.gov.uk



DATE

To the parent/carer of **FIRST NAME SURNAME**

ADDRESS

SHEFFIELD

POSTCODE

Dear Parents/Carers,

Phase Transfer to Secondary Education in September 2021

Name: FIRST NAME SURNAME

Current School: CURRENT SCHOOL

**Catchment school (s): CATCHMENT 1
CATCHMENT 2**

As you will be aware, your child is due to move to secondary school in September 2021. As they have an Education, Health and Care (EHC) plan, the Local Authority has a responsibility to name the placement your child will transition to by **15 February 2021**. We would like to start discussions with our secondary settings as soon as possible, but to do this we need your feedback on the placements you would like to your child to attend when they move schools.

Discussions about your child's transition to secondary school will have started in their Year 5 annual review, if not earlier. It may be that you had already visited schools and have a preferred setting in mind. It is also highly possible you had a visit planned over the spring and summer term but due to covid-19 this has not taken place. All our schools are working hard to put in place routes for parents to find out more about how their schools can meet the needs of children with SEND. This includes virtual tours, Q&A's and other information about how the school operates. Please do look at individual school websites for these and contact details for if you want to discuss your child and how the school can meet their needs. In addition, all schools will be looking at possible options for September, dependant on government guidance on social distancing, which may include further information on their website, interactive sessions or visits. Please continue to check school websites for information.

Please note that you are able to give us more than one preference; all first preferences will be considered under section 39 of the Children and Families Act 2014 and giving more than one preference does not affect your rights in law.

Important Dates

- By **Wednesday 30 September 2020** please return the attached application form in the freepost envelope provided, or via email. Please note that if we receive your application after this deadline, there may be the risk that there are no remaining places at your preferred schools.
- During **October, November and December 2020** we will be consulting with secondary schools to determine appropriate placements for September 2021.
- By **Friday 15 February 2021** we will have issued the Final EHC plan naming the school your child will be attending from September 2021.

If you would like to talk about your child's transfer in further detail, please contact the office via the details above and we will do our best to answer any questions you may have.

You may also wish to consider contacting **Sheffield Special Educational Needs Disability Information, Advice and Support SSENDIAS** (formally Sheffield Parent Partnership Service) who can offer confidential and impartial information and advice to you. This service can be contacted via telephone on **(0114) 273 6009**.

With best wishes,

A handwritten signature in black ink, consisting of several overlapping loops and curves, positioned below the text 'With best wishes,'.

Lisa Eyre
Assistant Service Manager

Parent/Carer Phase Transfer Application form
For entry to Secondary Schools in September 2021

Please complete and return this form by **30 September 2020** by either:

- Using the **Freepost envelope** provided
- Post to: **Phase Transfer Applications, SEN Team, Moorfoot, West Wing Floor 5, Sheffield, S1 4PL**
- Email a scan/photo of the completed form to SENDAssess&Review@sheffield.gov.uk using the subject "Phase Transfer Application"

PUPIL DETAILS

Last name	
First name(s)	
Current Setting	
Date of Birth	
Address and postcode	

PARENT/CARER DETAILS

Full name	
Relationship to the child	
Address (if different to above)	
Please also provide us with the most appropriate contact details in case we need to get in touch and discuss any of the preferences or need to ask any questions.	
Telephone No	
Email address	

FOR OFFICE USE ONLY	
<u>Date stamp/received:</u>	Uploaded: Filed: Logged:

1st Preferred School	
2nd Preferred School	
3rd Preferred School	

I declare that all the information I have given is correct and true.

SIGNED (Parent/Carer)	
PRINT FULL NAME (Parent/Carer)	
DATE	

Please complete and return to the SEN Team **by 30 September 2020**.

Data Declaration:

Sheffield City Council is committed to ensuring the safeguarding of your sensitive data. The information submitted on this form will be used to enable Sheffield City Council to fulfil its statutory obligations under the Children and Families Act 2014 to maintain your child's EHC plan, including the consultation with and naming of your preferred schools listed above and any other school the authority deems necessary under Section 39[5] or Section 40 of the Act. This form will be stored on the child's SEN file held by Sheffield City Council in line with local and national policy. For further information please contact the team via the details listed above.