



HOUNSLOW SENDIASS

Information Advice and Support Service

SENDIASS Guidance for Transitions Factsheet

A transition is a change

In education the term transition is often used to refer to the time when children or young people move from one year group to another, from one school or setting to another or from education to adulthood. Most children and young people find these changes difficult, but for children with additional needs, transitions can be particularly problematic.

When we talk about transitions, we mean times when children move between stages of education. The different stages are:

- early years provider (such as a nursery or child minder) to school
- infant school to junior school
- primary school to secondary school
- secondary school to college/sixth form at school/an apprenticeship

This planning process will be different for children with an Education, Health and Care Plan than for children with special educational needs who receive SEN Support from their school.

Children who receive SEN Support:

SEN Support arrangement does include planning and preparation between a child's current school and their new school for the transition of that child. These would usually include visits to the new school, meeting new teaching staff, social stories that can be kept by the child if needed, etc. The SENCOs of each school would also normally have a discussion of the child's needs and what support they currently receive, what works/doesn't work, what other professionals are involved with the child (speech and language therapist, occupational therapist, etc).

If your child is currently going through the EHC Needs Assessment process you must still follow the usual admissions process for applying for a school, as there is no guarantee that the assessment will conclude with an EHCP being issued.

This link has tips on coping with educational transitions:

[Tips for coping with educational transition | Educational transitions | London Borough of Hounslow](#)

Children with an EHCP:

It is important that the EHCP is reviewed and (amended if necessary) allowing plenty of time for planning ahead for which school the child will move to and for the support they need to put in place at the new school before they start. In Hounslow this planning ahead will start at the annual review that takes place the year before the child will move, for example in Year 5 for a move to Secondary school.

It is important that parents tell their SEN Case Officer at the Local Authority which schools they would like to request as soon as possible, but no later than September/October of the year before the move to allow time for the EHCP to be sent to these schools and a place found smoothly.

The Local Authority must make sure that all the amendments to the EHCP and the school are named in it by 15th February of the year that the transition will take place. For young people moving to college/sixth form or an apprenticeship the date is 31st March.

Further information

The following information links are very helpful in understanding your next steps:

[Educational transitions | London Borough of Hounslow](#)

[Moving to a new phase of education with an EHC plan | \(IPSEA\) Independent Provider of Special Education Advice](#)

[Phase transfer reviews](#)

[Transfer to a new phase of education | \(IPSEA\) Independent Provider of Special Education Advice](#)