This year, Cognus is doing the key stage transfer process slightly differently due to constraints brought in by Coronavirus (Covid-19).

On 16 June 2020, we held a virtual meeting with parents/carers to explain the transfer process for infant to primary/junior, primary to secondary, secondary to Post-16 and Post-19 transfers. This Question and Answer sheet is based around the common and general questions that were raised during the meeting.

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| **Question**: The deadline for the SEND service to finalise EHCP and issue to parents and young people is 15 February 2021. Given the lockdown and the lack of opportunities to visit prospective settings, is it possible to move the date so parents have more time to visit schools? |
| The 15th of February 2021 (as well as 31st of March 2021 for Post 16 and Post 19 transfers) is a statutory deadline that has not been affected by the Coronavirus Regulations 2020.  Unfortunately, we are unable to change this date, but we will always accommodate you so speak to your child’s EHCP Coordinator as soon as you can if you need any help.  Our aim is to make sure placements are confirmed within the statutory timeframe so that transitional arrangements can take place immediately after and over a longer period. This process will help us make sure the next stage in education is successfully and jointly paved for each child/young person. |
| **Question**: How can I research prospective setting for my child if there is nothing suitable in the local area (residential setting)? There is too much information out there but it is difficult to find the ones suitable to my child. |
| Please visit the Sutton Local Offer for information on the settings in the local area: [www.sutton.gov.uk/localoffer](http://www.sutton.gov.uk/localoffer) . Also, contact your child’s EHCP Coordinator who will be able to help you with your research (see contact list in ‘Additional Information’ below).  If your child is in a residential setting and continues to require a residential setting, relevant partners such as social care and health can also help. |
| **Question**: How can I arrange a visit to a school during lockdown? |
| Some schools have virtual tours on their website and some are holding set times for visits ensuring social distancing measures. Please contact the school directly for more information and/or arrange a visit/call with the school SENCO. |
| **Question**: What can I do if my child really wants to stay in the school (secondary school with Sixth form) and study A levels but the school feels he is not able to? |
| We will apply the legal test as in section 39.4 Children & Families Act (see ‘Additional Information’ below). We will also consider all views before making any decisions.  The legislation presumes education in mainstream school where possible so if your preference is for a mainstream school, we will have the necessary discussions with the school to ensure all the reasonable adjustments your child requires are in place. |
| **Question**: We want our child to attend a grammar school, does my child need to take the entry test? |
| Yes - you will need to follow the admission process for that particular school (the school website will have all the necessary information, advice and dates).  You will normally hear whether your child has been admitted to the grammar school at the start of March 2021 though. We suggest you include the grammar school as your first preference out of three schools so we can consult with them and secure a placement by 15 February 2021.  In March, we can then name the grammar school and amend section I of your child’s EHCP to reflect the change. |
| **Question**: Can I express a preference for a faith school? |
| Yes – this type of school will be considered and consultation will happen in the normal way. You may need to produce a letter from your priest to support your faith, but the school will guide you on this. |
| **Question**: The form to express our parental preference has three entries. If we only feel one setting in the local area is suitable, can we look out of borough? Our first preference is in borough but if we need to include two more, it would have to be out of borough. |
| Yes – if there is nothing you think is suitable in the borough look at the Local Offer of neighbouring boroughs. If you do find a school out of borough, email your EHCP Coordinator as explained (by 8th July) so a decision can be made in the normal way.  Your preferences are important to us and we want to understand why you feel one setting is suitable and another is not, regardless of which borough it is in. Please let us know all your preferences so we can fully understand your views. |
| **Question**: What if I need transport for my child to get to and from school? |
| There is an application process for this - [see the Home to School policy](https://www.sutton.gov.uk/downloads/download/813/sen_transport_policy) for more information. |
| **Question**: What is the deadline to make our choices? |
| We would appreciate to have your preferences by 8 July 2020.  If you think you might not be able to submit your preferences by 8 July because of your particular circumstances, or if you have any concerns about this, please speak to your child’s EHCP Coordinator.  It is important to try to stick to this date so we can send as many consultations as possible to settings before the summer. We are not sure what the additional constraints settings may have in September due to Coronavirus which is why we would like to have the process underway before then. |
| **Question**: What if my child is in Year 10 and is going through EHCNA and the EHCP, if agreed, will not be finalised by 8 July? |
| You should look at colleges and continue to apply through the general admissions route for a college so that your child has a college to go to should an EHCP not be agreed. In your applications, mention that your child is going through the EHCNA process and get hold of any reports prior to that.  If an EHCP is agreed, we will be consulting on your preference on your behalf and consultation with colleges will happen in the normal way.  If the EHCP is not agreed, the setting will have all the information from the EHCNA that can be incorporated into the SEN Support Plan for your child. |
| What if my child is in secondary school and an Annual Review will not be finalised by 8 July? |
| We would appreciate to have your preferences by 8 July 2020. If you have any concerns about this, please speak to your EHCP Coordinator first so that they can look at specific needs and then you can talk about these together. |

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| Additional Information |
| **Year 6s and Year 11s Transition**  For some tips and advice on researching settings, and for the full process, [see our parent information flyer.](https://www.sutton.gov.uk/downloads/download/1112/parent_information_-_year_6s_and_year_11s_transitions) |
| **The legal test**  When deciding on settings for your child in September 2021, your views and wishes are paramount. The legal test is in Section 39 of the Children and Families Act (CFA) in which the Local Authority (LA) must name the school requested by the parent unless the LA can demonstrate that any of the conditions under Section 39 (subsection 4) of the CFA 2014 apply.  Subsection 4 applies where:   1. The school or other institution requested is unsuitable for the age, ability, aptitude or special educational needs of the child or young person concerned, or 2. The attendance of the child or young person at the requested school or other institution would be incompatible with –    1. The provision of efficient education for others, or    2. The efficient use of resources |
| **Need help?** Please contact your child’s EHCP Coordinator if you have any questions or need more information throughout the process.  If you don’t know who the ECHP Coordinator is, [click here for a contact list](https://www.sutton.gov.uk/downloads/download/1111/sen_contact_list) (your child’s EHCP Coordinator will depend on the school of your child).  Sutton Parent Carer Forum and Sutton Information, Advice and Support Service can offer help and advice too:   |  |  |  | | --- | --- | --- | | **Organisation** | **Sutton Parent Carer Forum** | **Sutton Information, Advice and Support Service (SIASS)** | | **Telephone** | **07557 760328** | **020 8323 0462** | | **Email** | [suttonparentsforum@outlook.com](mailto:suttonparentsforum@outlook.com) | [siass@cognus.org.uk](mailto:siass@cognus.org.uk) | |