

# Transferring from Primary to Secondary School



## A Guide for Parents & Carers

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[www.devonias.org.uk](http://www.devonias.org.uk)  
**01392 383080**

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**Devon**  
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The logo for Devon County Council consists of the text "Devon County Council" in a bold, sans-serif font, with a stylized green leaf graphic to the right.

## **When do I need to start thinking about secondary school?**

If your child has additional educational needs, early in year 5 is a good time to start talking to your child's teacher, Special Educational Needs Co-ordinator (SENCo) or head teacher about the next steps.

If your child has a support plan in place, such as a DAF2a My Plan or a Pastoral Support Plan (PSP) this will help the SENCo at the secondary school plan how the school will help your child when they move. During year 5 you can start to find out more about the secondary schools in your area and how they can meet your child's needs.

For more information around the process of transferring to secondary school you can look at the Next Steps guidance produced by Devon School Admission Service at

<http://www.devon.gov.uk/admissions-nextstep.pdf>

## **What if my child has a statement or an EHC plan?**

If your child has a Statement of Special Educational Needs or an EHC plan, the annual review meeting or the transfer review meeting in year 5, is a good time to talk about plans for moving to secondary school and any transport arrangements that may be required. Early in year 6 your named officer from the Special Education Needs 0-25 team (0-25 team) will write to you to ask which secondary school you would prefer your child to go to. This could be, for example, a mainstream school, a special unit in a mainstream school or a special school – though there is no guarantee of a place at the school you prefer. You will need to let your named officer know your preference by the end of October so that you can then liaise with them about the placement. Your child's statement or EHC plan will then be amended and sent to you by 15th February in

your child's year 6. In addition to notifying the 0-25 team, you must also complete the Common Application Form by 31st October. Information about this will be sent to you at the beginning of September when your child is in year 6.

**For more information see our fact sheet on [Annual Reviews](#)**

**For more information see our fact sheet on [Transfer Reviews](#)**

## **How do I choose a school?**

- **Try and go to the school open days** which are usually in September or October. You can find out the dates on each school's website or by phoning the school's receptionist.
- **On the open day talk to the SENCo** about making an appointment to look at your child's My Plan or other support plan.
- **Each school will have information on its website**, including its latest Ofsted report, or you can ask for a copy of the school's prospectus.
- **You can also discuss your options with us at Devon Information Advice and Support (DIAS).**

## **What if my child needs a place at a special school?**

Professionals may recommend, or you may prefer, that your child goes to a special school. Places at special schools are given to children only with the most complex needs. You can ask your named officer at the 0-25 team or DIAS about how placements at special schools are allocated and the procedures that are followed.

## **How do I apply for a place at a mainstream school?**

At the beginning of September, when your child is in year 6, you will receive information from the Local Authority about how to apply for a secondary school place for your child.

You need to submit your admissions application by 31st October and you can state a preference for 1, 2 or 3 schools. If you need help with the admissions process you can call the Education Helpline on 0845 155 1019 or speak to us at Devon Information Advice and Support (DIAS)

- Most applications should be done online at [https://oneonline.devon.gov.uk/CCSEnterprise\\_Admissionsonline\\_LIVE](https://oneonline.devon.gov.uk/CCSEnterprise_Admissionsonline_LIVE)
- This allows you to receive prompt confirmation of your application, enables you to make any changes before the 31st October deadline and means you will be notified on 2nd March by email of the school place your child has been allocated.
- If you do not have online access you can return the Common Application Form by post by calling 0845 155 1019 and asking for a copy of the Next Steps booklet to be sent to you.

## **When will I know which school my child will be going to?**

The Local Authority notifies every parent on 2nd March of year 6 of the school that has been allocated for their child. If your child has an EHC plan or a statement of special educational needs, you will have also been notified earlier as the 0-25 team will have sent you your child's amended EHC plan or statement by 15th February.

## **What happens when my child has been allocated a place?**

SENCOs may visit your child's primary school to meet your child and talk about your child's special needs with their primary school teachers. Helpful information will be given to teachers about children who are moving.

The secondary school will organise visits with the primary school. Special schools make their own arrangements for visits and will talk to you about this. If your child has particular difficulties, for instance with mobility, it is possible to arrange extra visits to the secondary school. This is sometimes called an enhanced transfer. You should talk to your primary school SENCO about this.

### **Can I appeal if I am unhappy with the place my child is given?**

**Yes.** You can speak to us at DIAS to discuss your concerns.

**You can find more information in our leaflet **What if we can't agree?**** There is also information provided by Devon

County Council around the schools appeals process here:

**<http://www.devon.gov.uk/admissions-appeals-faqs.pdf>**

## **What happens about transport to secondary school?**

You are responsible for transporting your child if you choose a school which is not the designated school or if you live within 3 miles of the shortest walking distance to the school. There can be different rules for some children who attend special schools, have disabilities or medical needs or who are from low income families. Full details of all the guidelines can be found on the Education and Families page of the Devon County council website.

<https://new.devon.gov.uk/educationandfamilies/school-information/school-and-college-transport>

## **Who can I talk to when my child is at the secondary school?**

- Your child's class tutor or head of year will help with concerns about bullying, friendships and behaviour.
- Often it is the deputy head teacher who can give you information about the curriculum and the range of subjects taught.
- The SENCo can give you information about learning support.
- Devon Information Advice and Support can support you in preparing for meetings with school staff.

## Transfer to Secondary School - Timetable

| When?                                     | What happens?   |
|---|---|
| <b>Year 5</b>                             | Transfer Review of statement to an EHC plan or parents evening – discussion about secondary school between parents and teachers.  |
| <b>Year 5</b>                             | Initial school visits and research by parents.  |
| <b>Year 6</b><br>1st Week of<br>September | Admissions information sent to all parents by Local Authority.<br>0-25 team writes to all parents who have children with statements to request their secondary school preference.<br>Schools hold open days/evenings. |
| <b>Year 6</b><br>End October              | Parents who have children with statements and EHC plans notify 0-25 team of their preferred school.   |
| <b>Year 6</b><br>31st October             | All parents to have submitted their Common Application Form by this date.   |
| <b>Year 6</b><br>Mid February             | Amended statements or EHC plans sent to parents by 0-25 team with the name of the secondary school stated in Part 4 of the statement or section I of the EHC plan.  |
| <b>Year 6</b><br>Beginning of March       | Name of the secondary school emailed/sent to all parents.   |
| <b>Year 6</b><br>Spring/Summer Terms      | Secondary school visits by your child.  |
| <b>Year 6</b>                             | School to school liaison.   |
| <b>Year 6</b>                             | Parent to school liaison.   |
| <b>Year 7</b><br>September                | The new school journey begins.  |

## How can Devon Information Advice & Support help?

We can provide information, advice and support at any point during the transfer process from primary to secondary school.

We can support you to:

- understand the process and paperwork
- discuss your concerns
- discuss the impact on your child
- respond to letters from the Local Authority
- appeal decisions that you disagree with
- prepare for meetings with other professionals



Contact Devon Information Advice & Support on **01392 383080** or email **devonias@devon.gov.uk**

We have further leaflets and information online at:

**[www.devonias.org.uk](http://www.devonias.org.uk)**

You can also find us on Facebook

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