

## EHCP Phase Transfer

This information is about phase transfers for children and young people who have an Education, Health and Care plan (EHCP).

A phase transfer is the point when a child moved between those key stages so transferring from pre-school to YrR, Yr2 to Yr3, Yr6-7 and Yr 11 to post16.

**The *phases* of education are:**

- Early Years (pre-school)
- Key Stage 1 (YrR-2)
- Key Stage 2 (Yr3-6)
- Key Stage 3 (Yr7-11)
- Key Stage 4 (Yr12+ or college)

When a child or young person moves from one *phase* to the next, it's called a ***phase transfer***.

### What are the timescales of a phase transfer?

The review process follows the same timelines as an annual review except, regardless of when the annual review would be due, the deadline for the Local Authority to complete phase transfer reviews is:

- 15<sup>th</sup> Feb for phase transfers up to and including Key Stage 3
- 31<sup>st</sup> Mar for phase transfers to Key Stage 4.

As set out in Regulation 18 of the Special Educational Needs and Disability Regulations 2014.

### After the phase transfer review

The Local Authority **must** issue an amended EHCP. Section I **must** name the setting or type of setting that the child/young person will attend from the start of the next academic year.

The Local Authority must issue a decision letter along with the EHCP. This **must** include information about how to appeal if you disagree with the named setting and/or the contents of the EHCP.

### Frequently Asked Questions

#### What if the review doesn't happen or I don't get a decision letter by 15<sup>th</sup> Feb?

You should raise your concerns with your SEN caseworker immediately. If there is no change, you should escalate to their manager and then to the formal complaints process.

## Where can I get a list of settings to consider?

Here are some links that you can follow to each local authority areas school lists. It doesn't include independent settings but those are readily available online and again if you have any problems finding them you can contact us.

[Schools in Hampshire](#)

[Schools on the Isle of Wight](#)

[Schools in Richmond & Kingston](#)

## What if I disagree with the setting that's named?

We encourage parents to meet with the named setting to discuss whether they can meet their child's needs, as this may help address any concerns.

If the setting feels it cannot meet need, they should be able to explain why, referring to specific parts of the Education, Health and Care Plan (EHCP) they cannot deliver.

If these concerns cannot be resolved and you are not satisfied that your child's needs would be met, you have the right to mediation and appeal.

### Key message from us here at SENDIASS

**'Talk it through first — you don't lose your right to appeal'.**

## For more information



[Polaris SENDIASS - YouTube](#)

We have created a short video detailing what a phase transfer is and when it happens, the Local Authority process, responsibilities, and key deadlines How to prepare for a phase transfer review What should happen after the review.

**Feel free to get in touch with us and to look at the information available on our websites using the links below**

[Hampshire SENDIASS - Special Educational Needs Support](#)

[Isle of Wight SENDIASS - Special Educational Needs Support](#)

[Richmond & Kingston SENDIASS - SEND Support](#)

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