

Change of Phase

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What is change of phase?

Change of phase is the transfer to a new school to access the next phase of education, for example, infant to junior and junior to secondary. This transfer happens for all children however the year will vary depending on the age group of the school your child is attending.

Change of phase reviews

For children and young people with a statement of special educational needs, the annual review that is held prior to the year of transfer has a specific focus on change of phase. The review will be used to discuss the plans in relation to the child leaving and thoughts around which school would be most appropriate/preferred in meeting the child's needs within the next phase of their education.

After the review you may want to visit some possible schools in order to inform your choice of school. Where appropriate, your child may also have a preference in terms of where they go next. Your Casework Officer can provide you with a list of schools and information to support you in making this decision.

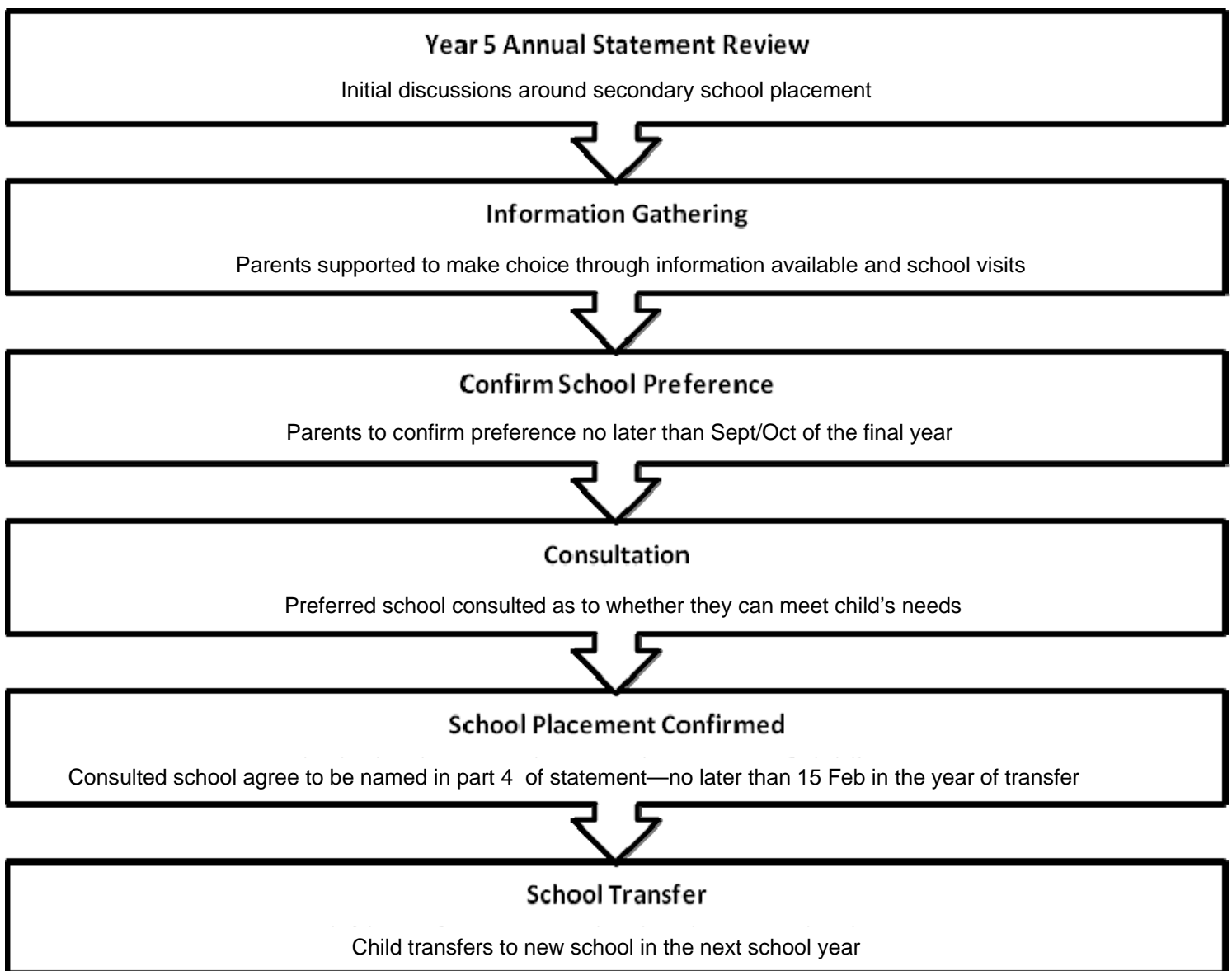
After the review

Once you have chosen the school you wish your child to go to, contact your Casework Officer to let them know. In a few cases the options may not be clear at the change of phase review, or on very rare occasions a child's needs may change to such an extent after the change of phase review took place, that the recommendations as to the type of school may need amendments. In these cases a review must be held early within the autumn term so the proposed school can be made known and work can begin to secure a placement.

The SEN Assessment & Commissioning Team will always support parent preference of a school unless the school is unsuitable to the child's age, ability, aptitude or SEN, or the placement would be incompatible with the efficient education of the other children with whom the child would be educated, or with the efficient use of resources.

Your Casework Officer will consult with your chosen school to seek their opinion on the above. If there are no issues raised, your child's statement will be amended to name both the current school and the one they will be transferring to. In instances where specific concerns are raised, the SEN Assessment & Commissioning Team will work with the school, yourselves and any professionals involved with your child in order to find a resolution. This work has to be done before a school is named within part 4 of your child's statement. In the few cases whereby a resolution cannot be found and a decision is made not to name the school of your choice within part 4 of your child's statement, your Casework Officer will provide support to look at alternative options. In all cases, the school your child will transfer to will be named within Part 4 of the statement no later than 15th February in the year of transfer.

Example: junior to secondary change of phase process



Further Information

Your Casework Officer can advise you in relation to further information available from the SEN Assessment & Commissioning Team.

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Specialist Learning Support Service

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