

Secondary Transfer

September 2026



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Welcome

SEND Assessment and Review Service

Martyn Patterson– SEND Operational Manager

Sophia Rickett-Head of Service

Team Leaders

- Samantha Jinks (Transport)
- Joseph Laville (Needs Assessment)
- Vivian Duah

Primary Team

- Alison Morgan
- Melissa Henry
- Nia Addison
- Simone McLawrence
- Nadia Livingston
- Daniella Wells
- Jennifer Appleby
- Hibo Osman (SEND Transport)

ASD Outreach

- Wendy Jones

STEPS

- Julie Sheppey



Format for Meeting

There is no planned fire drill today.

Please ensure that that your mobile phones are switched off, or on silent.

After the presentation there will be an opportunity to ask general questions.

You will be to able talk to Officers individually after the presentation if you have specific queries related to your child's secondary transfer.

You can also ask to speak to an Officer at another time.



Moving to Secondary School

- You will start to have discussions about your child's transfer to secondary school in Year 5 – At the Year 5 Annual Review.
- The Annual Review usually happens during the Summer Term.
- The Assessment & Review Service priorities attending all Year 5 Annual Review Meetings.
- Your child's Education, Health and Care Plan (EHC Plan) will be updated during the Summer following the Annual Review.



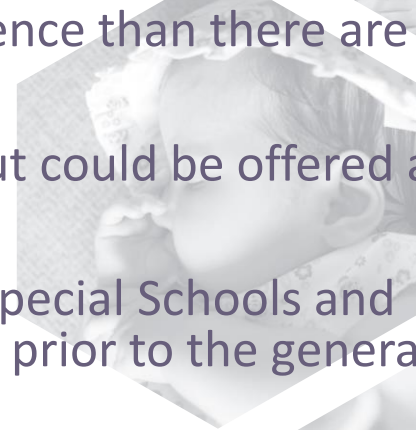
The Year 5 Annual Review

- Among other things at this meeting, you will discuss your preferences for your child for secondary transfer.
- You will be asked to complete a form by your school SENCo asking you to give at least three secondary school preferences.
- This form will be returned to the SEND Assessment & Review Service and your preferences will be noted.
- We will check with you again by the end of September 2025 to see if your preferences remain the same, or you want to change them.
- Please note that if you have fewer than 3 preferences, local authority preferences will be identified and consulted with.



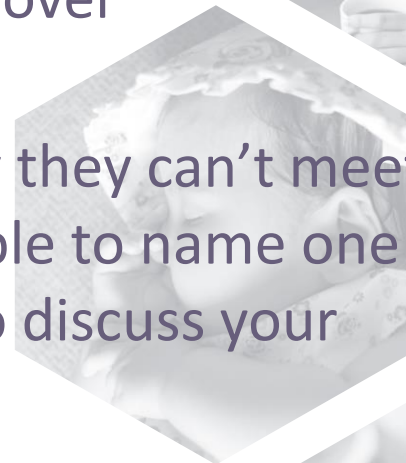
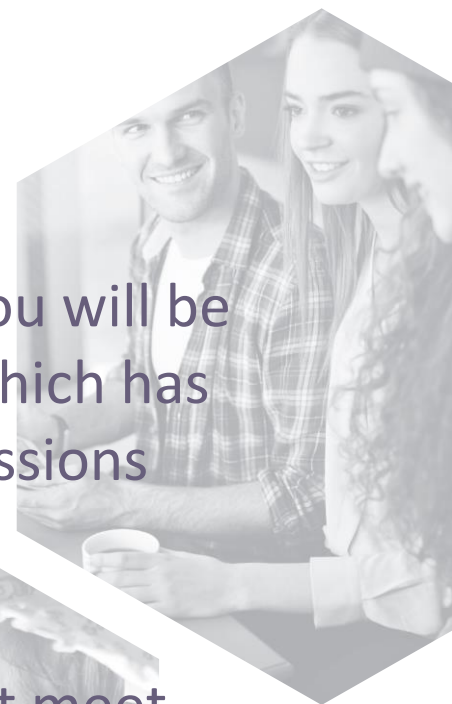
Consultation

- All children who are transferring to secondary school who have an Education, Health and Care Plan will have their places reserved prior to places being awarded to all other children via the Pan London Admissions Scheme.
- If you are applying to a Special School or Designated Specialist Provision (DSP) there will be limited places, and they may be oversubscribed – this means that more children have this as a preference than there are places.
- You can express a preference for a particular DSP but could be offered a place at any of them, as places will be limited.
- Admissions Panels will meet to make decisions on Special Schools and DSPs at the end of October/beginning of November prior to the general consultation.
- The general consultation will take place towards the end of November 2025. We will consult with all your preferences and ask them if they are able to meet your child's needs.



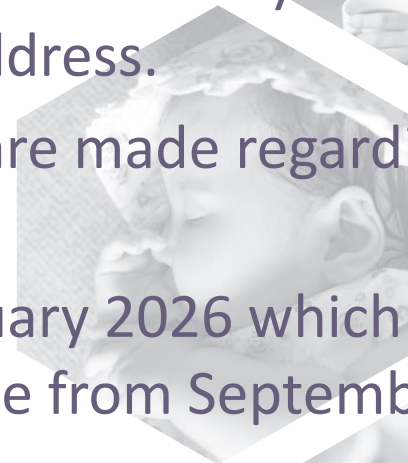
What Next?

- Following consultation with your preferred schools, you will be offered the school which is your highest preference which has said they can meet your child's needs (using the admissions criteria if this is a Special School or DSP and over oversubscribed).
- It is possible that your preferred schools say they can't meet your child's needs. If this happens we are able to name one of your preferences, or we may contact you to discuss your options.



What Next? (cont)

- The Local Authority has a responsibility to ensure that your child has a secondary school place and may have to take the decision to consult alternative schools. This will usually be the nearest mainstream school to your home address.
- You have the right to appeal decisions that are made regarding your child's secondary school place.
- We will issue a revised EHC Plan by 14 February 2026 which will name your child's secondary school place from September 2026.
- You will at this stage be given the right of appeal.



Parents – What can I do?

- Look into online the secondary placement options for your child.
- Contact schools and visit. Many are still providing virtual open days and online virtual tours etc. on the school website
- Make 3 preferences, if possible.
- Start preparing your child for their secondary transfer now.



Travel Assistance

- All children and young people up to 19 years of age are currently entitled to free public transport on buses within London. The majority of young people with an EHCP are able to travel to school using their free oyster card or walk.
- Parents are responsible for ensuring their child is able to attend school and should start preparing them to carry out their new journey prior to their secondary transfer.
- Your child's primary school should also be able to support you with developing your child's travel training.



If your child is unable to travel to school by public transport or by foot, they may be eligible for travel assistance to their **nearest suitable school** in certain circumstances, for example:

- If your child lives further than the 'statutory walking distance' (up to three miles for those aged 8 years and over) from their nearest suitable school.
- If your child has Special Educational Needs (SEN) and is attending the closest suitable provision and are unable to walk or travel by public transport as a result of their SEN needs.
- If your child is attending their nearest suitable school, and is unable to walk or travel by public transport (accompanied as necessary) as a result of certain medical or mobility conditions.

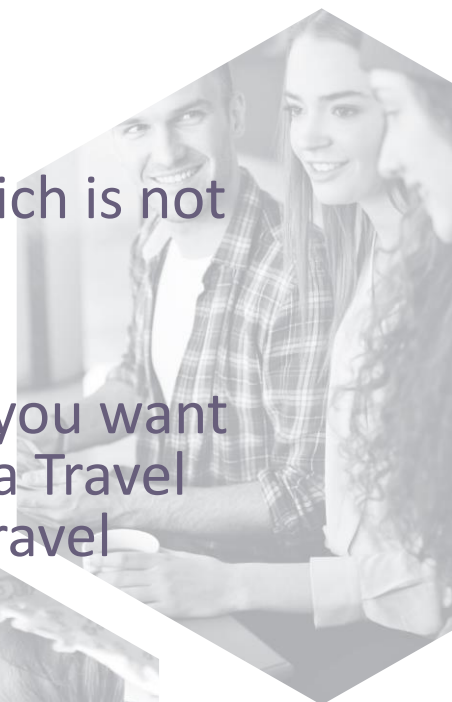


If they are attending a school of parental preference which is not their nearest school, they will not be **not** eligible.

Once the school place is confirmed in February 2026, if you want to apply for travel assistance you will need to complete a Travel Assistance Application Form and return it to the SEND Travel Assistant Team by 28 March 2026.

We now have an online form. Please ensure that all applicable sections are completed, and you attached all relevant evidence.

You will be informed of the outcome of the application within 28 days, no later than 30 April 2026. If travel assistance is agreed, the 'Mode' of assistance will be determined by Royal Greenwich.



Modes of Travel Assistance

- Oyster Card Re-imbursement/ Parental Re-imbursement
- Freedom Pass
- Travel Pass
- Independent Travel Training
- Transport /Collection Points
- Personal Travel Budget
- Transport/Home to School
- Private Hire

For more information and a Travel Assistance Application Form.

Visit: www.royalgreenwich.gov.uk/Localoffer

Email: SEND.Travelassistance@royalgreenwich.gov.uk

Tel: 020-8921-8089/3818/5804



Timeline

Summer Term 2025 - Year 5 Annual Review. You will be asked to start to consider your preferences at this meeting.

September 2025 – We will ask you to confirm your preferences

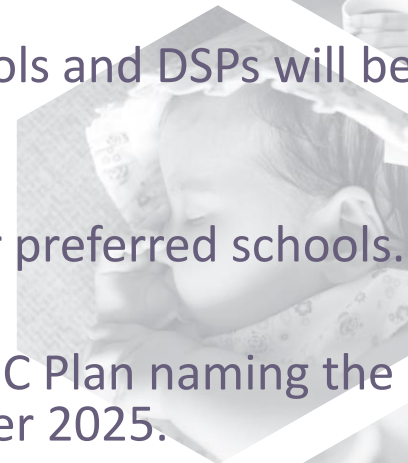
October/November 2025 - Admissions to Special Schools and DSPs will be decided by the Admissions Panels.

November/December 2025 - We will consult with your preferred schools.

14 February 2026 - You will receive your child's final EHC Plan naming the secondary school they will be attending from September 2025.

27 March 2026 - Return Travel Assistance application Form.

14 April 2026 – Cut off date to appeal the LA decision.



General Questions



Next Steps

If you have specific questions to ask about your child you can book a discussion with a SEND Assessment & Review Officer.

Special-Needs@royalgreenwich.gov.uk

Duty Line-020 8921 8029

ASD outreach

Wendy.Jones@royalgreenwich.gov.uk

