

# TRANSITION TO SECONDARY SCHOOL

ENFIELD SENDIASS  
13.09.2022  
with Our Voice  
Parent and Carer  
Forum



**Starting Secondary School**

**CENTRE  404**

# ZOOM SESSION



- Welcome to this Zoom Information Session
- Please use the mute button when you join
- If you want to ask a question, you can type it into the chat at any time
- If you have a question that has not been answered during the presentation, you can use the 'hand up' button on the screen and we will answer your questions after the presentation
- We will send you the resources, including any questions and answers from the session

# AIMS OF THE SESSION

---

- Provide information on how to look for a school for your child for September 2023 and signpost you to all the relevant information available, so that you can make informed decisions
- Provide information on mainstream and specialist settings and schools in Enfield
- Explain the online application process
- Explain how secondary schools support children with additional needs
- Explain the application process for children who have Education Health and Care Plans (EHCPs)

# What does transition mean?

---



Starting school for the first time or changing from one phase of education to another.

- from primary [Key Stage 2] to secondary school [Key Stage 3]  
or
- from secondary school to post-16 college or training.

# Finding out about schools in Enfield

---

- Enfield School Admissions Service website
- Guide to Secondary Schools in Enfield – information on all mainstream schools in Enfield
- Admissions Guidance for Enfield Special schools, designated units and additionally resourced provision - information on specialist provision in Enfield
- Information on the online application process and answers to frequently asked questions (FAQs)
- School websites have information on school visits, school tours and open days

# Looking at schools

---

- Open evenings will take place in mainstream and special schools in September and October 2022 - parents will have an opportunity to speak to staff
- You will not be able to have a meeting about your child at the open evening and can contact the school after the open evening if you want to speak to staff in more detail
- See dates of Open Evenings available on the Enfield Schools Admissions website
- Check Special Schools' and Settings' websites for information on dates when parents can visit and how you can find out more information about the school

# Applying for a secondary school place

---

When applying for a secondary school for your child, there are two different processes:

One process is managed by the Enfield Schools Admissions Service, and the other process is managed by Enfield SEN Services

# 2 Different Application Processes:

## Process 1

---

**If your child does not have an Education, Health and Care Plan:**

- Admissions process is co-ordinated by the LA School Admissions team
- You can express a preference for up to 6 schools
- Requests for out borough schools are made on the Enfield admissions form
- Check the Enfield schools guide for key dates and to see if you need to complete a *supplementary form* for the school
- Guidance on e-admissions process is on the Enfield admissions website

***The application is completed online by the 31st of October 2022***



# Process 1: Allocation of school places

---

- You will receive one offer of one school place, regardless of the number of schools you have asked your child to be considered for
- National Offer Day is 1<sup>st</sup> March 2023
- If you have not been offered a place at a school of your preference, or you would prefer your child to attend an alternative school, information on next steps will be available on the Enfield admissions website.
- Your child's name will automatically be included on the waiting list for any Enfield school that was ranked as a *higher preference* than the school allocated

## Education Health and Care Plan Process 2:

---

**If your child has an EHCP:**

**Transfer is co-ordinated by the SEN team at Enfield Council:**

- SEN Services writes to parents to request name(s) of school preferences - parents can name a special school as a preference
- In addition to your preferences, SEN Services may also consult with your local secondary school
- The preference form is returned to SEN Services by **14th of October 2022**

# Process 2: Naming a school on EHCP

---

- Annual Review of EHCP will be held in summer term of Y5 or early Autumn term in Y6
- Visit schools in September/October and meet the Inclusion teams
- SEN Services will write to parents between September and October and parents send the name(s) of preferred school(s) to SEN **by October 14th 2022**
- SEN Services will consult with your preferred school(s) and your local secondary school, if necessary
- Your child's EHCP will be finalised with name of the secondary school by 15th February 2023

# Information on schools...

---

- Look at the Enfield Local Offer for the most up to date information
- School websites – read the SEND Information Report for each school you are interested in
- Read Ofsted reports, bulletins and newsletters sent to parents, to get an idea of activities, after-school clubs and events at the school
- Talk to other parents – but remember - what works for one child might not be suitable for another child

# Speak to your primary school

---

**Your child's Year 6 teacher and the Senco will be able to answer many of your questions**

- How will the transition to secondary school be planned for your child?
- Will the primary school meet with secondary school staff to plan the transition, so that the new school has all the information they need to support your child?
- Some secondary schools may allow children to visit during the summer holidays when the school is quiet - check on the secondary school websites for information on transition to Y7 or speak to the school
- When will year 6 children have opportunities to visit the new school?

Does your child have a pupil passport/one page profile which could be shared with the secondary school/ you could suggest this to the primary school?

# Contact schools to discuss your child...

---

- Call the secondary school(s)/special schools/settings you are interested in, and ask to speak to the special educational needs co-ordinator (SENCO) or the admissions department at the school
- You could send an email to the SENCO/school and ask if you can arrange a telephone/face to face meeting
- Read the school's SEND Information Report/Inclusion policy and this will help you to prepare for conversations with schools
- Read your child's professional reports and his/her EHCP, so you are clear about what specific questions you want to ask



# Guide to secondary schools in Enfield



# Guide to specialist schools and settings in Enfield

## Admissions Guidance for Enfield Special Schools, Designated Units and Specially (Additionally) Resourced Provision

March 2022





# **Booklet with information on transfer process for child with an EHCP:**

---



**Secondary Transfer Process  
for Children with Special  
Educational Needs and/or a  
Disability (SEND)**

**Information for Parents/Carers**



# Going to secondary school...

---

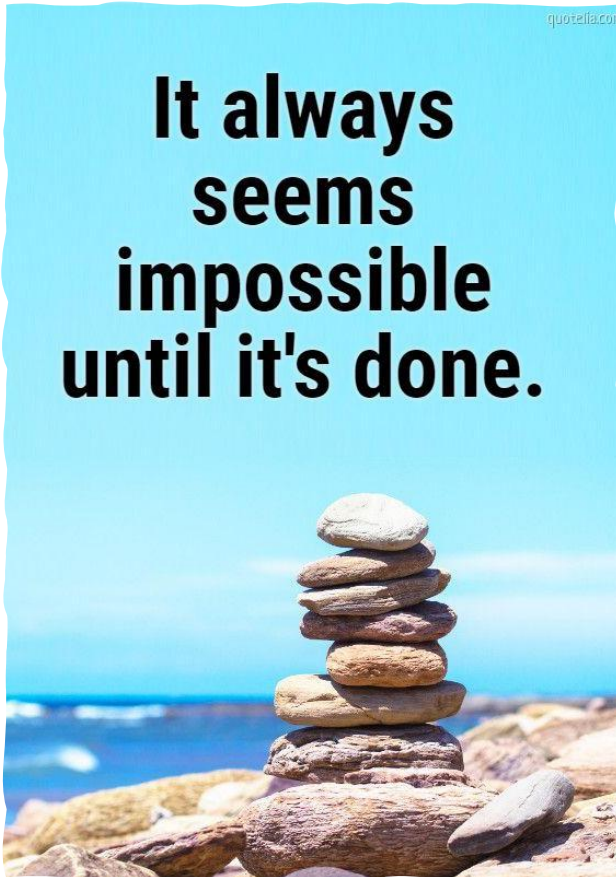
- There are going to be lots of changes; some of these will present opportunities and some may be challenging ... but the challenges can be addressed
- There will be a period of adjustment, so being positive with your child is important
- It is difficult to be 100% happy with any school – what % would you be happy with?

# Positive thought...

---

**It always  
seems  
impossible  
until it's done.**

- Find out as much information as you can
- Look on school websites with your child
- Talk to your child so that he/she feels confident and positive about the transition to secondary school
- There are some ideas on the links at the end of this presentation



# Links to information on transfer process

---

## **Guide to Secondary Schools in Enfield:**

[https://www.intuitive-design.co.uk/clients/Enfield\\_Council/Admissions\\_Booklet/index.html](https://www.intuitive-design.co.uk/clients/Enfield_Council/Admissions_Booklet/index.html)

## **Guide to Special Schools and specialist settings in Enfield:**

[https://www.enfield.gov.uk/\\_data/assets/pdf\\_file/0014/23027/Admissions-guidance-for-Enfield-special-schools-Local-offer.pdf](https://www.enfield.gov.uk/_data/assets/pdf_file/0014/23027/Admissions-guidance-for-Enfield-special-schools-Local-offer.pdf)

## **Secondary Transfer Process – children with EHCPs:**

[https://www.enfield.gov.uk/\\_data/assets/pdf\\_file/0028/18577/Secondary-transfer-info-pack-for-parents-October-21-Local-offer.pdf](https://www.enfield.gov.uk/_data/assets/pdf_file/0028/18577/Secondary-transfer-info-pack-for-parents-October-21-Local-offer.pdf)

## **Link to Admissions Service on Enfield council website:**

<https://www.enfield.gov.uk/services/children-and-education/school-admissions-and-information/admissions-applications#transfer-to-secondary-school-in-2022>

## **Guide to completing online applications:**

[https://www.enfield.gov.uk/\\_data/assets/pdf\\_file/0018/19260/How-to-register-for-admissions-Education.pdf](https://www.enfield.gov.uk/_data/assets/pdf_file/0018/19260/How-to-register-for-admissions-Education.pdf)

# More information

**Enfield Local Offer:**

<https://www.enfield.gov.uk/services/children-and-education/local-offer/education-5-to-18>

**Enfield Sendiass email address:**

[sendiassenfield@centre404.org.uk](mailto:sendiassenfield@centre404.org.uk)

**Enfield Sendiass:**

<https://new.enfield.gov.uk/if/wp-content/uploads/2022/01/Enfield-SENDIAS-Flyer.pdf>

**Our Voice - Parent Forum:**

<https://www.ourvoiceenfield.org.uk/>

**Information flow chart if child has additional needs (Enfield Local Offer):**

[local-offer-information-process-flowchart.pdf \(enfield.gov.uk\)](#)

**Contact – Information and advice line:**

[Contact - for families with disabled children](#) | [Contact](#)

**SOS!SEN - Information and advice line:**

<https://sossen.org.uk/>

# Transition to Year 7 - resources and tips...

**Tips for parents to help children to cope with change:**

<https://www.youngminds.org.uk/media/2odjltz/top-ten-tips-for-parents.pdf>

**Helping your child to manage the move from primary to secondary school:**

<https://www.youngminds.org.uk/parent/blog/helping-your-child-manage-the-move-from-primary-to-secondary-school/>

**‘Mind the Gap’ Workbook with tips for pupils moving on to secondary schools and activities for transition to secondary school:**

[https://www.helpmykidlearn.ie/downloads/Mind\\_the\\_Gap\\_workbook\\_by\\_LMETB.pdf](https://www.helpmykidlearn.ie/downloads/Mind_the_Gap_workbook_by_LMETB.pdf)

**‘Moving On’ with Top tips for moving on to secondary schools - ideas and activities:**

<https://www.learningdisabilities.org.uk/learning-disabilities/publications/moving-on-tips-for-pupils-with-special-educational-needs>



Thank you for attending - please give us your feedback on the session and details of any other information you need or would like to us to provide

