



School Placement and Admissions, Virtual School & SEND Team's Interface for Phased Transfer - September 2021-22

This document is for the purpose of internal staff to work collaboratively to deliver statutory duties surrounding phased transfer.

This document is for the attention of all Local Authority officers involved in the delivery of phased transfer including those officers who advise residents on the process.

The Statutory Duty of the School Placement and Admissions team

In the normal admissions round (Reception and phased transfer) parents apply to the local authority in which they live for places at their preferred schools. Parents are able to express a preference for up to 6 schools. The application can include schools outside the local authority where the child lives: a parent can apply for a place for their child at any state-funded school in any area. If a school is undersubscribed, any parent that applies must be offered a place. When oversubscribed, a school's admission authority must rank applications in order against its published oversubscription criteria and send that list back to the local authority. Published admission arrangements must make clear to parents that a separate application must be made for any transfer from nursery to primary school, from infant to junior school and primary to secondary school.

All preferences are collated and parents then receive an offer from the local authority at the highest preference school at which a place is available. For secondary schools, the offer is made on or about 1 March (known as National Offer Day). For primary schools, the offer is made on or about 16 April.

Parents, and in some circumstance's children, have the right to appeal against an admission authority's decision to refuse admission. The admission authority must set out the reasons for the decision, that there is a right of appeal and the process for hearing such appeals.

The School Admissions Code states the following in regard to pupils with an EHCP:

1.6All children whose statement of special educational needs (SEN) or Education, Health and Care (EHC) plan names the school must be admitted.....

1.30 Children with statements of special educational needs or Education, Health and Care Plans may be included in banding tests and allocated places in the appropriate bands but, regardless of any banding arrangements, they must be allocated a place if their statement or Education, Health and Care Plan names the school.

2.16 Infant classes (those where the majority of children will reach the age of 5, 6 or 7 during the school year) must not contain more than 30 pupils with a single school teacher. Additional children may be admitted under limited exceptional circumstances. These children will remain an 'excepted pupil' for the time they are in an infant class or until the class numbers fall back to the current infant class size limit. The excepted children are:

a) children admitted outside the normal admissions round with statements of special educational needs or Education, Health and Care Plans specifying a school;



2.23 A parent can apply for a place for their child at any school, at any time. Local authorities are not required to co-ordinate in-year applications for schools for which they are not the admission authority. They may, however, co-ordinate in-year applications for any or all own admission authority schools in their area, with the agreement of the relevant admission authorities. In 2021, local authorities must publish information on their website by 31 October 2021 to explain how in-year applications can be made and how they will be dealt with from 1 November 2021 until 31 August 2022. This includes setting out which schools they will co-ordinate the applications for and which schools will manage their own in-year admissions. They must also set out contact details for any admission authority that manages its own in-year admissions.

2.27 Local authorities must, on request, provide information to prospective parents about the places still available in all schools within their area. To enable them to do this, the admission authorities for all schools in the area must provide the local authority with details of the number of places available at their schools whenever this information is requested, to assist a parent seeking a school place. Such details should be provided no later than two school days following receipt of a request from the local authority.

3.8 Where a child has been permanently excluded from two or more schools there is no need for an admission authority to comply with parental preference for a period of two years from the last exclusion. The twice excluded rule does not apply to the following children..... children with Education, Health and Care Plans naming the school.

3.9 Admission authorities must not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry, except for where paragraph 3.8 applies.

3.10 Where an admission authority receives an in-year application for a year group that is not the normal point of entry and it does not wish to admit the child because it has good reason to believe that the child may display challenging behaviour, it may refuse admission and refer the child to the Fair Access Protocol..... This provision will not apply to a looked after child, a previously looked after child or a child with a statement of special educational needs or Education, Health and Care Plan naming the school in question, as these children must be admitted.

Hillingdon's School Admissions Brochure states the following:

Education, Health and Care Plan

If your child already has an Education Health and Care Plan (EHCP), you are not required to complete an application form, as you will follow a different admissions process with your SEN caseworker.

If your child is undergoing the education health and care needs assessment process, but it is not yet complete, please tick 'No' and complete an application form and attach a letter telling us that this is the case. We will then liaise with the SEN team before offers for school allocation are made. Please do not delay making your application because you are waiting for the outcome of any EHCP needs assessment of special educational needs, as this may restrict the options available to you.

All maintained schools state the following within their admission arrangements:



When the school is oversubscribed (after the admission of pupils with an Education, Health and Care Plan, where the school is named in the plan),

Agreed Procedures

In case of high demand in placements for particular Hillingdon schools both teams will work together to ensure that information on parental preference is being shared. The School Placement and Admissions team will be kept up to date by the SEND Team on the potential 'named' schools within the timelines stated below. The School Placement and Admissions Team will need to reduce the 'named' schools' published admission numbers to allow for children with an EHCP.

SRP - Currently the SRP numbers are above the admission numbers. All Hillingdon SRPs are funded as a separate item in the individual school budget (places commissioned separately by LA) and therefore the staffing levels allow additional support in classes above 30 pupils. However, SRP pupils participate in education within the main school.

Pupils pursuing an Education, Health and Care Needs Assessment

The School Placement and Admissions team (SPAT) will process applications for all children without an EHCP. This includes pupils who are 'under assessment'. By week 16 the LA would have made the decision on whether to issue a EHCP following an assessment. If an EHC plan is to be issued, then it is agreed that the SEND Team will take over the responsibility of supporting the parent moving forward.

The SEND Team will share information regarding all pupils who are 'under assessment' at the phased transfer stage to ensure that we are confident the individual will have an education offer from either team.

The SEND Team will liaise with all parents whose children are under the Education Health Care Needs Assessment and in phase transfer age to inform them about school placement application.

SEND Exceptional Funding (SENDEX) - [Process Map](#)

This funding can be applied for when the School Placement and Admissions team receives an application for a child that has significant needs, and a school would require additional funding to support the child in addition to the notional budget the school already receives. This would be applied for whilst an Education, Health and Care Needs Assessment is also applied for.

The Vulnerable Learner Support Manager (VLSM) would have a preliminary discussion with SEND team manager and hold professionals meeting (where required) before submitting the funding request.

Following this discussion, if it is decided this would be the best course of action, a [SENDEX application](#) is completed, which would set out the needs of the child, what the funding is required to support the child within the school setting, or if tuition is required, along with any further information to support the request. We also require signed consent from the parent to apply for the funding. SENDEX panels are held weekly on a Wednesday within the SEND panel meetings.



If the SENDEX application is accepted, the VLSM organises a professionals and parents meeting with Send Advisory Service Principal Send Advisor (SAS PSA) and prospective setting/school (where required). The young person is enrolled at a school – see below 2 options for processes

LBH provides offsite tuition

SEND Team to organise tuition

SAS PSA to organise follow up review meeting after 6-8 weeks [SENDEX Offsite Tuition Review Meeting Template](#)

The young person attends the setting/school

They will receive on-going support by the SAS PSA

SENDEX is a short-term funding allocation for a maximum of 26 weeks and is a non-statutory funding source.

Year 10 UTC & Studio School Admissions

The Government has made it a legal requirement that all Local Authorities must write to parents and carers of all pupils in Year 9 to tell them about schools in or within travelling distance of the Local Authority area that admit pupils at the beginning of Year 10.

The Government wishes to ensure that parents and carers are well informed about all the options available for children of this age. LAs must contact all registered parents of pupils who are eligible to apply to a school with an atypical year of entry (essentially - KS4), by post or e-mail, to advise them of:

- ∄ the existence of any provision within the borough and within a reasonable travelling distance of the borough;
- ∄ the name of each school;
- ∄ that they can apply;
- ∄ the name of the relevant person to whom enquiries may be addressed about each school.

The regulations state that Local Authorities should contact the parents of children 'of the relevant age group'. The regulations state that we should write to parents of children registered at 'school'. Without further reference to what this means, or what types of school. Therefore, to promote inclusivity Hillingdon Council will be writing to the following pupils born between: 01/09/2007 - 31/08/2008.

- ∄ All children attending Hillingdon mainstream schools
- ∄ All children attending Hillingdon SRP schools
- ∄ All Hillingdon children attending Hillingdon special schools
- ∄ All children attending Hillingdon's Alternative provision
- ∄ All Hillingdon pupils attending out borough SEN schools
- ∄ All Hillingdon pupils attending Hillingdon SEN independent schools
- ∄ All Hillingdon Looked After Children where Hillingdon is the Corporate Parent

Looked After Children and Previously Looked After Children

Every local authority must appoint an officer to make sure that it properly discharges its duty to promote the educational achievement of Looked After and Previously Looked After



Children, no matter where they live or are educated. This officer is called the Virtual School Head (VSH).

Hillingdon Virtual School is relatively unique in that all of our statutory school age and post-16 young people have an allocated case worker. The Virtual School Officer (VSO) takes an active role in the team around the child, which may be different to how other local authorities operate.

In regard to school admissions, a child's status of SEN remains more important than their status as a LAC. It is important to remember:

- ⌘ LAC with an EHCP must follow the same admissions procedure as all non-LAC with an EHCP
- ⌘ Where parents retain partial/full parental responsibility for a LAC they must be involved throughout the whole admissions process
- ⌘ When schools are being considered for a LAC, the team around the child must be consulted. This includes the Social Worker, Virtual School Officer, Foster Carer and Independent Reviewing Officer. This would typically take place at the child's Personal Education Plan (PEP) meeting.
- ⌘ If a LAC moves placement, the Social Worker must notify the SEN Caseworker.
- ⌘ Any changes of placement, care plan or Social Worker should be reflected in the Phased Transfer Annual Review, if possible.

Phased Transfer

All teams will cross reference all pupils 'under assessment' at the phased transfer stage to ensure that all teams are confident that the child will have an education offer from either the School Placement and Admissions team or the SEN Team. The SEN team should be mindful (where possible) of the impacts on schools and their infant class size limits when allocating places to pupils at oversubscribed schools.

It is expected that there may be a few cases where the SEND team has not finalised EHCPs until 15 February which is after the start of the School Placement and Admissions Team iteration process via PAN London. This may happen when the responses from a school to the consultations are late (which is proactively challenged by LA) or the SEND Team has to challenge the response to pursue admission in line with Code of Practice.

In some cases, a parent may not give their amendments to the draft within 15 statutory days which may also impact on the LA's 15th February deadline. If a parent wishes to dispute the LA's decision on setting the SEND Team will try to resolve this in mediation or it may result in a tribunal process.

The School Placement and Admissions Team will ask for the SEND team's best estimate at that time with a view to have accurate information on 15 February. If this isn't achieved the School Placement and Admissions Team will have to start unpicking offers which creates a huge domino effect impacting many pupils and schools.

It is currently unknown which non-Hillingdon residents are consulting or naming Hillingdon schools. Therefore, the School Placement and Admissions Team will request this information from Hillingdon schools directly in order to reduce the schools published admission number (PAN) as appropriate.



Parents are asked to express up to 3 preferences. These preferences will be reviewed against the individual child's needs. Preferred schools will be consulted, and the LA will review schools' responses to the consultations against the schools facilities, ability to meet child's bespoke needs and their statutory requirement of admitting up to 10% over school capacity. Priority of placements will be allocated against Section F of the EHCP and the school's agreement to place based on needs being met appropriately.

When the child/young person has an EHCP and the phased transfer requires a specialist provision there may be a challenge with identifying one. The SEND Team will discuss this child/young person at special schools and SRPs Panel in Autumn terms to allocate a placement if needed.

SEND Team Phase transfer

The process is applicable for the following phase transfers for children with EHCP:

PRIMARY:

- £ Transfer from Nursery setting to Reception- ALL (Yr -1)
- £ Transfer from Year 2 ONLY from the 10 Infant Schools
- £ Transfer from primary to secondary school - ALL Year 6

SECONDARY

- Transfer middle school to secondary school (Note: Hillingdon doesn't have any middle schools, so this applies to out of borough schools only)
- Secondary school to a post 16 institution

Post 16 Duty on Local Authorities

Under this RPA-related duty, the participation of young people in education and training should be actively promoted by local authorities (section 10 of ESA 2008)

The Children and Families Act 2014 places a duty on local authorities to develop a local offer setting out what services they expect to be available for local children and young people with SEND up to age 25. This must include post-16 education and training provision.

Where 16-18 year olds with EHC plans are NEET, or at risk of becoming NEET, their plan should be maintained and they should be encouraged and supported to return to education and training as soon as practicably possible.

Local authorities should also consider carefully the action to take when young people with EHC plans aged 18 or over leave education or training before the end of their course, seeking to re-engage them where appropriate - see paragraph 9.203 of the SEND Code of Practice: 0-25.

To meet this RPA-related duty (section 12 of ESA 2008), local authorities are required to identify young people not participating so that they can ensure that these young people get the support they need.

Local authorities are expected to act on any information they receive about a young person who has dropped out; contacting them at the earliest opportunity and supporting them to find



an alternative place in education, training or employment with training that leads to relevant regulated qualifications.

Reception & Junior Allocation 2021/22

Date	Process	Notes	Responsibility	Done
March 2021	Identification of all Yr N and some Y1 pupils with EHCP and under EHCNA or with DRAFT Plan	Case Officers create Phase Transfer Spreadsheet which can be shared with Admissions Team	SEN Team	
April/ May 2021	Schools carry out Annual Review	Review Officers write to all schools with Hillingdon Yr -1 and Yr 1 Infant school pupils (including non-maintained and independent) to: <ul style="list-style-type: none"> – Explain process – Remind of Annual Review dates and explore if Officer needs to attend – Ask that phase transfer is discussed at AR 	SEN Team	
June/July/ August 2021	Receipt of AR paperwork	Case Officers: <ul style="list-style-type: none"> - chase schools to obtain AR paperwork -action AR without Section I 	SEN Team	
1 September 2021	Applications go live	Both paper/online applications are available to parents/guardians	School Placement and Admissions Team	✓
5 September 2021	Letters are sent out to request parental preference	Case Officers write to all Yr N and Yr 1 at Infant School parents/carers/virtual school and social worker (if CLA), so that they can be informed and their preferences elicited (send preference form)	SEN Team	
5 September 2021	SEND Team liaises with Admissions Team to share the information	SEND Team will share the Transition Spreadsheet on view only with the Admissions Team so that they are aware of all the next steps for a particular pupil including CYP under EHCNA.	SEN Team	✓ (Delayed Sent on 26/10/2021)
5 October 2021		Case Officers: <ul style="list-style-type: none"> – coordinate parental responses and input on the spreadsheet – On receipt of request for NM (non-maintained, independent), seek 	SEN Team	

		written advice from EP and school upon discussion with the Team Manager		
12 October 2021	SEN Team shares LAC preferences with VSOs	VSOs will review options and ensure preferences for pupils with an EHCP are appropriate in terms of meeting LAC needs	Virtual School Team	✓
19 October 2021	VSO to share feedback on school preferences	VSOs to confirm with SEN Team that school preferences for pupils with an EHCP are appropriate for individual LAC	Virtual School Team	✓
30 October 2021	Consultation emails go to schools	Case Officers approach all Reception and Junior places schools (mainstem and special) with consultations(both parental and LA's preferences) and check if the school received it.	SEN Team	
20 November 2021	Responses from consultation s managed by the team	Case officers: <ul style="list-style-type: none"> – collect all the responses and challenge consultations where appropriate – With SEN Admin and Review Officers prepare decision sheets for Panel with special schools and SRPs 	SEN Team	
30 November 2021	Phase Transfer Panel for Special schools and SRPs	All Heads and SEND Leads from special schools and SRPs to attend Panel to discuss potential placements and address concerns around admissions following the consultation	SEN Team	
Beginning of January 2022	Admissions Team shares LAC preferences with VSOs	VSOs will review options and ensure preferences for pupils without an EHCP are appropriate in terms of meeting LAC needs	Virtual School Team	
8 January 2022	Decisions communicated to parents	Case Officers communicate all decisions to parents (social worker & virtual school for CLA)	SEN Team	
15 January 2022	EHCPs finalised with Section I updated	Case Officers update Section I and finalised the Plan, record in the system	SEN Team	
22 January 2022	SEND Team liaising with the Admission's team to confirm final destinations	Case Officers to confirm destinations with each school and parents and ensure all CYP have placement.	SEN Team	



15 February 2022	Statutory deadline for SEND Team to finalise the phase transfer process	All CYP have their destinations confirmed and amended Plans finalised.	SEN Team	
15 January 2022	Closing date for applications	Both paper/online deadline in order for the application to be processed as an ontime application	School Placement and Admissions Team	✓
Beginning of February 2022	VSOs made aware of offers for LAC	LAC offers to be shared with VSOs by SEN team for pupils with an EHCP so any queries can be made before offers are finalised	Virtual School Team	
Beginning of March 2022	PANS need to be lowered	PAN's need to be lowered for all schools to cater for EHCP pupils	School Placement and Admissions Team	
March 2022	Iteration begins	Hillingdon coordinates offers between all London boroughs	School Placement and Admissions Team	
March 2022	Iteration finishes	The coordination between boroughs finish. At this stage all offers have been made.	School Placement and Admissions Team	
Beginning of April 2022	VSOs made aware of offers for LAC	LAC offers to be shared with VSOs by Admissions Team for pupils without an EHCP so any queries can be made before offers are finalised	Virtual School Team	
16 April 2022	National offer day	Offer outcomes are available to parents/guardians & Press release completed.	School Placement and Admissions Team	
30 April 2022	Deadline for parental responses	Parents need to accept or decline their child's offer by this date	School Placement and Admissions Team	
April - June 2022	Office of the School Adjudicator Report	Statutory return to the DfE regarding all aspects of admissions. SEN input required.	School Placement and Admissions Team	
May - August 2022	We continue our late offer process	Further offers are made up until August following declines	School Placement and Admissions Team	
May - August 2022	Admissions brochure work	Work commences on the admissions brochure for the next allocation round. Input is required from the SEN team	School Placement and Admissions Team	

Secondary Allocation 2021/22

Date	Process	Notes	Responsibility	Done
March 2021	Identification of all Yr 5 pupils with	Case Officers create Phase Transfer Spreadsheet which can be shared with Admissions Team	SEN Team	

	EHCP and under EHCNA or with DRAFT Plan			
April/ May 2021	Schools carry out Yr 5 Annual Reviews	<p>Review Officers write to all schools with Hillingdon Yr 5 pupils (including non-maintained and independent) to:</p> <ul style="list-style-type: none"> – Explain process – Remind of Annual Review dates and explore if Officer needs to attend – Ask that phase transfer is discussed at AR 	SEN Team	
July/August 2021	Identify Hillingdon pupils attending Year 9 from the following September with an EHCP to inform them of Year 10 UTC & Studio school admissions	The School Placement and Admissions team will write to all pupils with an EHCP. Parents will be informed to discuss their interest with Hillingdon's SEN Team. Such a request will need to be made either at an Annual Review of the child's Education, Health and Care Plan, The SEN Team will send consultation paperwork to the requested setting, to see as to whether or not the setting is able to meet the child's special educational needs.	School Placement and Admissions Team	✓
June/July 2021	Receipt of AR paperwork	<p>Case Officers:</p> <ul style="list-style-type: none"> - chase schools to obtain AR paperwork -action AR without Section I 	SEN Team	
1 September 2021	Applications go live	Both paper/online applications are available to parents/guardians	School Placement and Admissions Team	✓
5 September 2021	Letters are sent out to request parental preference	Case Officers write to ALL Yr 6 parents/carers/virtual school and social worker (if CLA), so that they can be informed and their preferences elicited (send preference form)	SEN Team	
5 September 2021	SEND Team liaises with Admissions Team to share the information	SEND Team will share the Transition Spreadsheet on view only with the Admissions Team so that they are aware of all the next steps for a particular pupil including CYP under EHCNA.	SEN Team	✓ (Delayed Sent on 26/10/2021)
5 October 2021	SEND Team	Case Officers:	SEN Team	



	coordinates parental responses	<ul style="list-style-type: none"> – coordinate parental responses and input on the spreadsheet – On receipt of request for NM (non-maintained, independent), seek written advice from EP and school upon discussion with the Team Manager 		
12 October 2021	Admissions Team shares LAC preferences with VSOs	VSOs will review options and ensure preferences for pupils without an EHCP are appropriate in terms of meeting LAC needs	Virtual School Team	✓
19 October 2021	VSO to share feedback on school preferences	VSOs to confirm with Admissions that school preferences for pupils without an EHCP are appropriate for individual LAC	Virtual School Team	✓
23 October 2021		<p>Case Officers:</p> <ul style="list-style-type: none"> – Chase parental preferences and coordinate responses and input on the spreadsheet – Identify LA's preferences and present to manager for approval for consultation 	SEN Team	
30 October 2021	Consultation emails go to schools	Case Officers approach all secondary schools (mainstream and special) with consultations (both parental and LA's preferences) and check if the school received it. Please note we don't expect a response within 15 days, however we provide a deadline for these letters.	SEN Team	
31 October 2021	Closing date for applications	Both paper/online deadline in order for the application to be processed as an on time application	School Placement and Admissions Team	✓
20 November 2021	Responses from consultations managed by the team	<p>Case officers:</p> <ul style="list-style-type: none"> – collect all the responses and challenge consultations where appropriate – With SEN Admin and Review Officers prepare decision sheets for Panel 	SEN Team	



		with special schools and SRPs		
30 November 2021	Phase Transfer Panel for Special schools and SRPs	All Heads and SEND Leads from special schools and SRPs to attend Panel to discuss potential placements and address concerns around admissions following the consultation	SEN Team	
11th December 2021	LAC with EHCPs school offer shared with VSO	LAC offers to be shared with VSOs for pupils with an EHCP so any queries can be made before decisions are communicated	SEN Team	
8 January 2022	Decisions communicated to parents	Case Officers communicate all decisions to parents (social worker & virtual school for CLA)	SEN Team	
15 January 2022	EHCPs finalised with Section I updated	Case Officers update Section I and finalised the Plan, record in the system	SEN Team	
22 January 2022	SEND Team liaising with the Admission's team to confirm final destinations	Case Officers to confirm destinations with each school and parents and ensure all CYP have placement.	SEN Team	
End of January 2022	PANS need to be lowered	PAN's need to be lowered for all schools to cater for EHCP pupils	School Placement and Admissions Team	
Start of February 2022	Iteration begins	Hillingdon coordinates offers between all London boroughs	School Placement and Admissions Team	
Start of February 2022	VSOs made aware of offers for LAC	LAC offers to be shared with VSOs for pupils without an EHCP so any queries can be made before offers are finalised	Virtual School Team	
15 February 2022	Statutory deadline for SEND Team to finalise the phase transfer process	All CYP have their destinations confirmed and amended Plans finalised.	SEN Team	
End of February 2022	Iteration finishes	The coordination between boroughs finish. At this stage all offers have been made	School Placement and Admissions Team	
1 March 2022	National offer day	Offer outcomes are available to parents/guardians & Press release completed.	School Placement and Admissions Team	
15 March 2022	Deadline for parental responses	Parents need to accept or decline their child's offer by this date	School Placement and Admissions Team	

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March - August 2022	We continue our late offer process	Further offers are made up until August following declines	School Placement and Admissions Team	
April - June 2022	Office of the School Adjudicator Report	Statutory return to the DfE regarding all aspects of admissions. SEN input required.	School Placement and Admissions Team	
May - August 2022	Admissions brochure work	Work commences on the admissions brochure for the next allocation round. Input is required from the SEN team	School Placement and Admissions Team	

Post 16 Placements 2021/22

Date	Process	Notes	Responsibility	Done
30 September 2021	SEND Team requests parental/YP preference	Write to parents and YP for parental/YP preference. In this letter is a date given for the response. <u>ALL pupils in Year 11, 12, 13 and 14 letters sent to the young person and family by the 11th September 2020.</u>	SEN Team	
23 October 2021	SEND Team coordinates responses and shares the spreadsheet.	SEND Team collates the preferences. Share the phase transfer spreadsheet with the Participation Team. Spreadsheet is colour coded. Blue- YP has expressed that they would stay on.	SEN Team	
31 October 2021	Participation Team shares LAC September Guarantee information with VSOs	VSOs will review options and ensure choices are appropriate in terms of meeting LAC needs	Participation Team	✓
7 November 2021	VSO to share feedback on pathway choices	VSOs to confirm with Participation Team that pathway choices are appropriate for individual LAC	Virtual School Team	

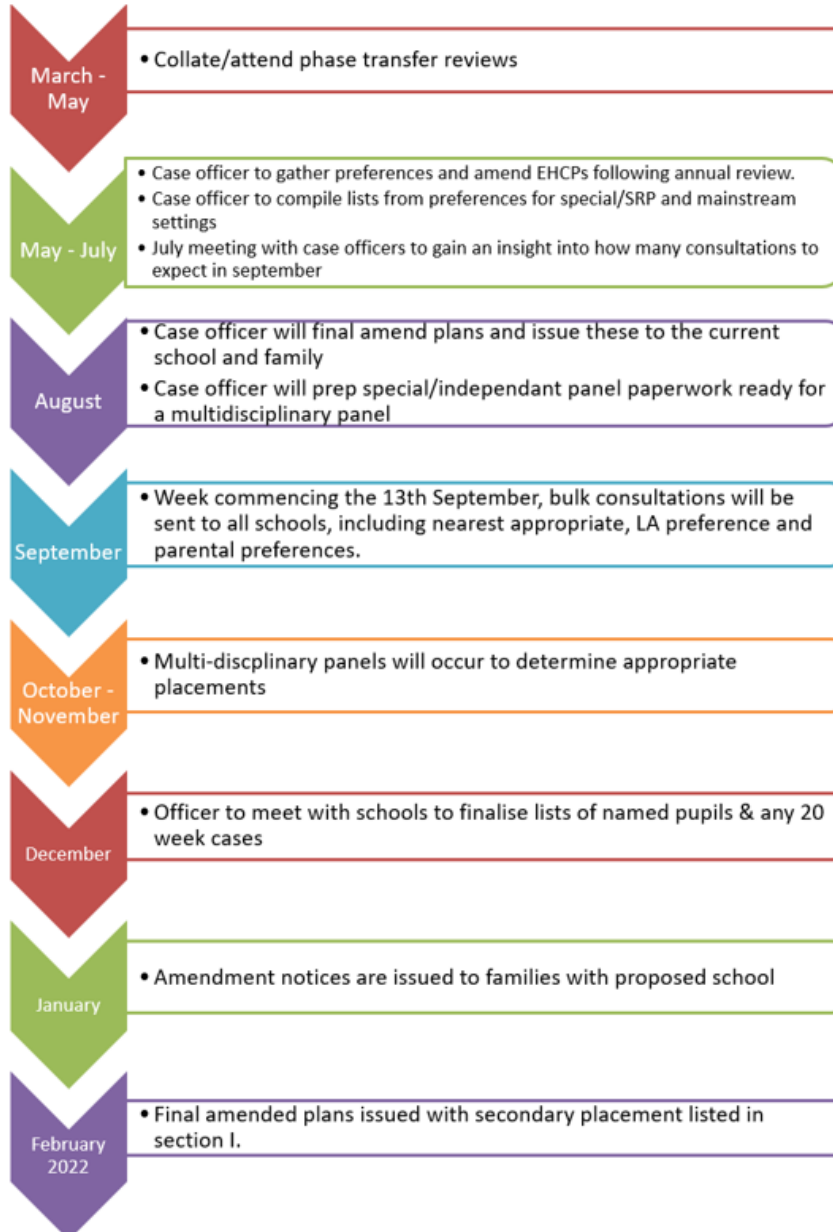


5th December 2020	SEND Team sends consultations	All consultations will be sent out to the colleges and post 16 institutions	SEN Team	
31st March 2022		EHC plan naming post 16 institution. Some placements are not named as these are conditional on results. We will not have the information on whether the YP has been offered a supported internship/apprenticeship as this offer comes in after the 31st March.	SEN Team	
March - April 2022	Data Cleansing on IYSS	To ensure cohort set at end May for September Guarantee is an accurate reflection of YP in our schools and/or in our Borough	Participation Team	
May - Jul 2022	Collection and uploading to IYSS of intended destinations for all current yr11 and yr 12	To reduce unknowns tracking needed throughout summer and until September	Participation Team	
July - Sept 2022	Tracking of YP entitled to September Guarantee. Upload to IYSS	To establish intended destinations of all those not known	Participation Team	
30 September 2022	SEND Team amends the Plan with final destination if in March named by type	SEND Team to share final spreadsheet with Admissions team.	SEN Team	
Mid October 2022	VSOs made aware of offers for LAC	LAC offers to be shared with VSOs by the Participation Team so any queries can be made before offers are finalised	Participation Team	
Oct - Nov 2022	Collection of information from schools and colleges of confirmed destinations of current yr12 and yr13.	To establish which YP have not turned up at expected placement and therefore, who needs to be tracked.	Participation Team	



	Upload to IYSS			
Oct -Nov 2022	Activity Survey. Upload to IYSS	Collection and tracking of all YP that left Yr 11 in the previous academic year from Hillingdon Schools regardless of residence.	Participation Team	
Oct 22 - Feb 23	Not Knowns Tracking. Upload to IYSS	Tracking of those YP whose destination is unknown. The measurement of the LA's success is averaged over 3 months (Dec/Jan/Feb) from data inputted into IYSS.	Participation Team	
All year round	NEET tracking. Upload to IYSS	Working from list of those recorded as NEET - contacting, offering support options via multi- media	Participation Team	
All year round	Not Known Tracking. Upload to IYSS	Working from list of YP whose destination is still unknown or whose provided destination has now expired	Participation Team	
All year round	Monthly Data	IYSS data providing figures, positioning locally and nationally Hillingdon in terms of numbers of NEET, Not Known and In- Learning.	Participation Team	

Phase transfer Primary 22/21 process





Admissions will be notified via spreadsheet in October, January, February and March on placements.

Agreed by:

Laura Palmer, Head of Access to Education

Dominika Michalik, SEND Service Manager (TBC)

Vikram Hansrani, Assistant Director, SEND & Inclusion (TBC)

Kathryn Angelini, Headteacher for Hillingdon Virtual School for Children Looked After,
Previously Children Looked After and Care Leavers

Date of last review: SEND not yet reviewed

1st version control review:

2nd version control review:

Date of next full review: August 2023