

Even if you are considering a place at a special school, you should still apply for a place at your preferred mainstream school, until the outcome is confirmed. It is always easier to decline a place rather than secure a place after the allocations have been made.

Please take account of Admission Criteria, as shown in the Admissions to Secondary School Booklet. Criteria is reviewed each year and may vary from school to school.

FINALLY :

At this stage in your child's education, it is quite understandable that you may have concerns, queries etc, and given that your child has additional educational needs, then you may feel particularly anxious about their transfer to the senior phase of their education.

However, it is hoped that by ensuring that parents/carers are informed of the transfer process, you may feel confident in the procedures and therefore be reassured.

If you do have remaining doubts, concerns or queries, you can always speak with staff at your child's primary school and don't hesitate to contact the Parent Partnership Service, who will be happy to offer support.

The service also has a information sheet on 'Choosing a School' which you may find helpful.

This leaflet is from a range of information produced by Children & Young People's Service and Wigan Parent Partnership Service. Topics include: - Statutory Assessment, Statementing: Disagreement Resolution Service & Tribunals: Annual Review & Transition, etc.

If you would like to access more information, please feel free to contact the service:

Sheila M Robinson, Parent Partnership Service Manager
Progress House, Westwood Park Drive,
Wigan, WN3 4HH Tel: **01942 486131**
e-mail sheila.robinson@wiganmbc.gov.uk

Additional information may also be available from the Access & Inclusion Team- Tel: 01942 486132

If you need information in another format eg larger print, Braille, audio, or in a language other than English, please contact us on: Tel: 01942 486131



Children and Young Peoples Service in conjunction with

WIGAN PARENT PARTNERSHIP SERVICE



Local Authorities are under a statutory duty to provide a Parent Partnership Service. Wigan PPS is funded by Wigan Metropolitan Borough Council and managed by Children & Young Peoples Services

FOR PARENTS/CARERS OF CHILDREN WHO HAVE OR MAY HAVE SPECIAL EDUCATIONAL NEEDS

A Guide Transferring to High School (with or without a Statement)



Transferring from primary to secondary school may involve slightly different processes for children with statements.

This leaflet explains the arrangements and advises parents/carers of the procedures involved.



Deciding which secondary school would be right for your child can be difficult for many parents. Each year, Wigan Local Authority (LA), publishes a booklet called 'Admissions to Secondary Schools'. This booklet includes information regarding the application process for mainstream education within Wigan. You can get one through your child's school or from the School Placements team (Tel: 01942 486037)

WHICH SCHOOL?

If your child has additional needs or a statement, then deciding on your preference of school may be even further complicated, as there may be other factors to consider. However, whether or not your child has a statement, it is important to gather as much information as possible to hopefully enable you to reach an informed 'preference'. It's good to think about high school early. Advanced planning is advised, and you will discuss high school placement at your child's annual review in year 5.

Consider visiting a selection of schools and try to have an open mind. Your main concerns will be for *your* child and so much of the information you seek will centre on what each particular school can offer your individual child.

To find such information, you may want to ask:

- To see the Special Needs Co-ordinator (SENCO)
- To see the Special Educational Needs Policy
- About the type of support that might be available to your child

If your child has Statement, Parents have the right to state a preference for a school, and the LA will always give due consideration to the request and will be happy to agree with parents preference as long as:

- The school chosen is suitable for your child's age, ability, skills and special educational needs
- Your child's presence will not damage the education of the other children at the school,
- Placing your child in the school will be an efficient use of the LA's financial resources.

When deciding on your preference, please bear in mind the Admissions criteria, and consider transport arrangements. If the placement depends on transport being provided by the LA, please talk to your Named Officer.

WHAT IF I AM NOT OFFERED THE SCHOOL OF MY PREFERENCE?

If your child has a statement and is not allocated a place at your preferred school through the admissions process, then the route for appeal is different from the Admissions Appeals process.

Parents of children with statements will be sent a letter explaining why a place cannot be offered at the school of your first preference and telling you of the alternative options, and of the right of appeal through the Special Educational Needs and Disability Tribunal (SENDIST) should agreement on final placement not be reached.

At this stage, if you are not happy with the alternatives offered, you could seek advice from the Named Officer, or the Parent Partnership Officer. If, despite

negotiation, agreement cannot be reached you would still have the right of appeal to (SENDIST).

Once agreement has been reached, your child's statement will be amended to reflect the change of school. The amendments should normally be made by February 15th in the year of transfer.

MOVING ON

Most secondary schools have members of staff with specific responsibility for Primary School Liaison. Arrangements are often made for pre-admission visits. Parents are encouraged to speak to the relevant staff in schools about any such arrangements, which could ease the transfer to High school.

Whether or not your child has a statement, if they have special needs, then there may be concerns that you have, eg how the new school will support your child, how will their progress be monitored, how well they may settle, etc. Please do not hesitate to discuss such issues with the new school, they will be happy to offer reassurance.

CHECKLIST:

In Year 5:-

- Give thought to likely preference of Secondary school.
- Have preliminary discussions at the year 5 review.

In Year 6:-

- Read the Booklet 'Admissions To Secondary School', available via your child's primary school or from the Admissions Section (Tel 01942 486037)
- Attend the Open Days
- Contact the schools of interest to arrange further visits if necessary.
- Discuss the options with your child,
- Balance the Advantages / Disadvantages of your preferences
- Discuss your options with staff at your child's primary school.
- Consider the practicalities of your preference, eg:-
Would your child meet the admission criteria?
What would the transport arrangements be?
- Are there any other options/acceptable alternatives?

REMEMBER :- COMPLETE and RETURN the Secondary Application Form by the closing date. You may jeopardise your preference being met if the application is received after the closing date for applications.

(If you are applying for an Aided school, eg Church of England, or Roman Catholic, you **MUST** also complete their own application form). In such cases, BOTH forms must be returned, by the closing date.)

