When a cared for child with an EHCP needs a change of school

What is it?
A guide for staff on the processes for a smooth transition between schools.

Why are we doing it?
Sometimes children need to change schools because of a placement change or because the current school is not able to meet the needs. This guide aims to minimise disruption and maximise educational engagement and achievement.

Where is it happening?
Everywhere that cared for children and young people are placed.

Who are the key players?
Children and young people, social workers (SW), carers, Special Educational Needs (SEN) staff, Virtual School (VS) staff

In arranging a new school SEN departments have to consult with prospective schools who then have 15 days to respond. Some SEN depts. do not start the consultation until the child is resident in the LA which can delay the process for a child moving between areas.

When a school change is needed within the same local authority area:
1. VS/SW to inform SEN team that a change of school is requested
2. School to hold Annual Review and submit to SEN team

When a school change is needed which involves a change of local authority area:
1. SW/VS to inform relevant SEN depts. of the move as soon as possible.
2. SEN file, latest PEP and any other information to be sent to new SEN team
3. Receiving SEN to review documents, identify potential schools and consult.
4. Once place is confirmed carer/SW to arrange visit with child.
5. VS/SW/Carer/school to agree integration plan and PEP

NB Cheshire East should be informed of all movements involving children cared for by Cheshire East Council as they are responsible for authorising and funding placements. Transport should be arranged when a new place is sought - agency/residential homes have a responsibilities for this.
SW/VS/carers may suggest schools for consultation but SEN teams will follow process based on local knowledge and effective use of resources.