

# EHCP timeline

Moving from secondary school to further education

## Timeline of key activities for transfer of young people in Year 11 with EHCPs

**Year 9 and 10**

Meeting with someone in school to discuss career options.

You could attend some open days at several local Post 16 educational providers to see what they can offer you.

Information about local further education providers can be found on the Hillingdon SEND Local Offer. You can also look on each college provider's website or email [SENadmin@hillington.gov.uk](mailto:SENadmin@hillington.gov.uk) to find out about their SEND provision.

\*Hillingdon Council's SEND Service manages the Year 11 transfer process for children with EHCPs. You may be also be asked to complete the college provider's application form.

**Year 11**  
September

Your SEND officer will write to you and send you a form so you can tell us where you would like to study next year.



**Year 11**  
No later than 22 October

Deadline to return further education preference form

If you and your parents are not able to meet this deadline, you should notify your SEND officer to seek further advice and support.



**Year 11**  
autumn/spring term

Your SEND officer will contact the providers listed on your preference form.

Placement decisions are made with due regard for your preference and consideration of whether the provider can offer a suitable education which is compatible with efficient use of resources and education of others.

**Year 11**  
No later 31 March

Amended EHCP issued naming further educational placement

You and your parents have the right to appeal if you do not agree with the provider named.



**Apply for travel assistance.**  
If you have special educational needs and/or a disability, then you may be eligible for travel assistance. To find out more or to see if you are eligible visit [www.hillingdon.gov.uk/travelassistance](http://www.hillingdon.gov.uk/travelassistance)

**Year 11**  
summer term

Joint communication with further educational placement and secondary school to discuss what has worked well and other actions to enable a successful transition to Year 12. This includes agreement on EHCP outcomes at the end of further education and the support required to meet these outcomes and agree outcome with staff from the current school and the new further educational placement.

Enhanced transition arrangements might include additional visits to the further education provider, familiarisation with the building and routines, daily events and/or practising the journey to and from the location.