**Post 16 Phase Transfer Timeline for Young People with an EHC Plan**

**September 2024**

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| **June - July 2023** | The Council writes to schools and education providers reminding them of the need for an Annual Reviews for those pupils in Year 10 pupils to take place in the summer term or early in the autumn term (Year 11).  Annual Reviews need to consider future plans for education, training or work including apprenticeships and supported internships. |
| **August 2023** | The Council writes to parents and young people providing the Post 16 booklet and requesting that they discuss their options and preferences for September 2024. A preference form is provided with the deadline for completion of 17th November 2023. |
| **September 2023**  **–**  **October 2023** | Parents and young people to review options, visit colleges and other potential post 16 options to identify their preferences.  Websites, Careers Advisers, School SENCos, your EHC coordinator and others can provide offer guidance. |
| **13th October 2023** | By 13th October 2023 The Council sends out an amended draft EHC Plan following their last annual review. Parents and young people need to respond with any suggested amendments or comments within 15 calendar days of receiving this amended draft plan. If you need more time, please advise your EHC coordinator. |
| **17th November 2023** | **Post 16 Preference forms to be returned to the Council by email to** [**ehctransfers@lbbd.gov.uk**](mailto:ehcenquiries@lbbd.gov.uk) **or by ringing your EHC coordinator.** |
| ***28th November 2023***  ***-***  ***12th* December *2023*** | The Council will consult with education providers in line with preferences expressed. |
| **13th December 2023**  **-**  **29th December 2023** | The Council considers responses from settings and provisional allocations are made. Where issues are identified these are followed up with parents and education providers. |
| **3rd January 2024**  **–**  **10th January 2024** | The Council issues “Letters of intent” to parents indicating the proposed education provider. EHCP amendment notices are issued at the same to parents and education providers for any representations or comments within 15 calendar days. |

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| **29th January 2024** | Consideration of any representations and comments made by the Council.  Amendments made as required.  Further consultations made as required with education providers. |
| **By 31st March 2024** | **The Council issues EHCPs naming Post 16 education provision.** |
| **Summer Term 2024** | Transition or Taster Days arranged by Post 16 education providers. |
| **September 2024** | **Start of Post 16 Education Provision** |

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| **We are aware that moving into post 16 education provision can be stressful for young people and their families. If you have any questions or concerns, please feel free to contact your current SENCo or EHC coordinator.** |