



Parents/Carers/Young People

July 2025

Dear Parent/Carer/Young Person

### **PHASE TRANSFER 2025-2026**

Our records indicate that you/your young person has an Education, Health and Care Plan who may be looking to start a new setting in September 2026. I am writing to inform you that the Special Educational Needs and Disability EHCP Team have already started carrying out the phase transfer process for your young person.

The Local Authority is required to name a placement for you/your young person by **31<sup>st</sup> March 2026**. This process would have been explained to you at the most recent Annual Review that would have taken place or is taking place in the very near future. If you are not already aware of this process you can speak to your allocated Education Health Care Co-Ordinator or speak to SENDIAS (Special Educational Needs and Disability Information and Advice Support Service on 01895 277001 or [sendiass@hillington.gov.uk](mailto:sendiass@hillington.gov.uk).

We are writing to you now to gather young person/parental preferences for September 2026. We will also receive a low number of preferences via the annual review process.

Please find enclosed a preference form for you to complete and send back to us.

We need to know from you

- Do you want to go to college in September 2026?
- Do you want to join a training provider in September 2026?
- Or do you want to leave school and try to get a job?

- Or do you want to stay at your current school?

If you are planning to go to college or into training in September 2026, which one would you like to go to?

If you are not sure which one just yet, you can let me know that.

**The Local Authority will be consulting with the nearest appropriate setting for all students, even if this school/College is not listed.** In addition, where independent settings are requested as a preference, the Local Authority has a right to consult with appropriate maintained settings to establish whether a placement is an efficient use of resource.

If you do not have a preference or your young person wishes to remain at their current setting, please still return the form and let us know this. However it is also important for you to know that this will need to be a decision taken by panel.

If you would like support with this process, you can contact SEND Information, Advice and Support Service (SENDIASS) on 01895 277001 or [sendiass@hillingdon.gov.uk](mailto:sendiass@hillingdon.gov.uk).

Please be aware that pupils with EHC Plans are not automatically entitled to transport to an Education setting. Some pupils will be eligible for home to school transport and more information about this policy can be found at <http://www.hillingdon.gov.uk/article/20108/Home-to-school-transport>

Please also find attached here the new Post 16 travel assistance which we would encourage you to read so you are also aware of this.

<https://www.hillingdon.gov.uk/travelassistance>

If you have any queries, please contact your Education Health Care Co-Ordinator. Otherwise, we look forward to receiving the completed preference form, on the below email address, by **Monday 8<sup>th</sup> September 2025**.

Yours sincerely,

Jessica Brodie  
Education Health Care Co-Ordinator  
SEND EHCP Service



**Phase transfer preference for September 2026**

Young Person's Name: .....

Young Person's Date of Birth: .....

Young Person's Current Setting: .....

Please tick one of the boxes below & complete your preference if known:

**I plan to remain in my current setting:**


**I plan to start further education at college in September 2026**

Name of College (if known): \_\_\_\_\_

Name of Course (if known): \_\_\_\_\_

I plan to start a training provider in September 2026

Yes/No

Name of training provider: \_\_\_\_\_

I plan to start employment in September 2026

Yes/No

If one or all of your preferred choices are non-maintained or independent settings please state your reasons for this in the space provided below (You may complete or continue on a separate sheet if you wish)

The Local Authority will consider your preference for an independent or non-maintained setting, but will also consider maintained settings. In line with the SEND Code of Practice, any decision about whether to place a young person at an independent or non-maintained setting will be made with consideration of the Local Authority's efficient use of resources.

If none of the preferences you submit are for your/your young person's nearest appropriate setting, then the Local Authority will also approach the nearest appropriate setting asking for a view on whether they can meet your/your young person's needs. This will be used for the purposes of deciding whether your/your young person is eligible for travel assistance and to determine whether placing you/your young person at your preference setting reflects efficient use of resources for the Local Authority.

Reasons for choosing a non maintained/independent setting/Special School/College , rather than a mainstream maintained by a local authority/ academy.

Parent/Young person Name(s)	
Date	
Contact Number	
Email address	

Please return this form by **Monday 8<sup>th</sup> September 2025** to your allocated Education Health Care Co-ordinator