



# Meadow High School

Royal Lane, Hillingdon, Middlesex UB8 3QU

Telephone: (01895) 443310

Email: [meadow@meadowhighschool.org](mailto:meadow@meadowhighschool.org)

Website: [www.meadowhighschool.org](http://www.meadowhighschool.org)

Headteacher: Mrs Jenny Rigby

Deputy Headteacher (Pathway 2&3): Ms Claire Caddell

Deputy Headteacher (Pathway 1): Ms Amy Willis

September 2023

Dear Parent/Carer/Young Person

## Re: Moving On from Meadow High School (Phase Transfer 2023-2024)

Some of our young people may decide to leave Meadow High School in Year 11 and choose to continue their education elsewhere.

Attached to this letter is a form that needs to be returned to the SEND department at Hillingdon Council. If your young person is in Year 11 and you want them to remain at Meadow High School for the next academic year, ***you still need to return the form to show that this is what you and/or your young person wants.***

The Local Authority has to name a placement for your young person by 31st March 2024, this is why the SEND department at Hillingdon needs to find out what your young person wants to do. Do they want to stay at Meadow High School, or do they want to continue their education elsewhere?

The Local Authority needs to know:

- Do you want to go to college (or training) in September 2024?
- Do you want to join a training provider in September 2024?
- Or do you want to leave school and try to get a job?
- Or do you want to stay at Meadow High School?
- If you are planning to go into college (or training) in September 2024, which one would you like to go to?

Please see the form for you to complete and send back to the SEND department at Hillingdon Council.

- If you are not sure which one just yet, please return the form to SEND.
- If you don't have a particular college or training place you would prefer, please return the form to SEND,
- **If you or your young person wants to stay at Meadow High School, please return the form.**

If you would like support, 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 EHCP are not automatically entitled to transport to an education setting. Some pupils will be eligible for home to school transport and more information on this can be found at:

<http://www.hillingdon.gov.uk/article/20108/Home-to-school-transport>



If you have any questions, please contact Hillingdon Council's SEND officer on the details below. You need to complete the form by Friday 30th September 2023 and **send to the following address or email:**

Mia Spreadbury

SEND Officer- Secondary Team

Contact details:

T: 01895 277956

M: 07541 553420

E: [mspreadbury@hillingdon.gov.uk](mailto:mspreadbury@hillingdon.gov.uk)

Special Educational Needs and Disability Team


London Borough of Hillingdon

4E/05 Civic Centre

High Street Uxbridge UB8 IUW

At Meadow High School our independent transition and career advisor is available to talk through options suitable for your young person. You can contact her on 01895 443310.

Your sincerely



Ms Jane Richards

Assistant Headteacher: Year 9 - 11 (Pathway 2/3)

[jrichards@meadowhighschool.org](mailto:jrichards@meadowhighschool.org)



Please return these forms to SEND by 30th September 2023



# HILLINGDON

LONDON

## Phase transfer preference for September 2024

Young Person's Name: .....

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

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

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

I plan to remain in my current setting:	<input type="checkbox"/>
I plan to start further education at college in September 2024	<input type="checkbox"/>

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

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

I plan to start a training provider in September 2024 Yes/No

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

I plan to start employment in September 2024 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: \_\_\_\_\_

