

Moving to West Sussex during EHC Needs Assessment

If you will be moving to West Sussex whilst your child's EHC needs assessment is underway, it is important that you let your child's school and the Special Educational Needs Assessment Team in your current Authority know about your move. This will ensure that all records, including reports which may have been already collated, can be quickly transferred to West Sussex.

Once your move has taken place West Sussex County Council becomes responsible for continuing with the EHC needs assessment process.

For Further Information

If your child has a Statement or an EHCP:

West Sussex Special Educational Needs Assessment Team (SENAT)

Team A: (Chichester, Bognor Regis, Selsey, Midhurst)

0330 222 8881

Team B: (Littlehampton, Angmering, Worthing, Shoreham, Steyning, Horsham West)

0330 222 8882

Team C: (Crawley, Burgess Hill, Horsham East, Haywards Heath, Cuckfield, East Grinstead) 0330 222 8883

If your child does not have a statement or an EHCP:

West Sussex Pupil Admissions Team

0333 014 2903

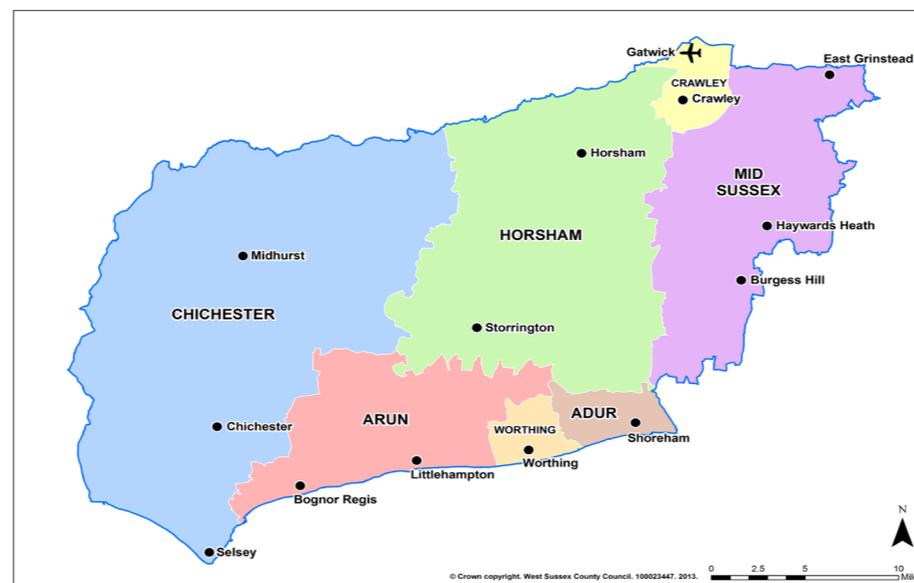
How To Contact Us

West Sussex SEND Information, Advice and Support Service

Oriel Lodge
St James Campus
St James Road
Chichester
West Sussex
PO19 7HA

e-mail: send.ias@westsussex.gov.uk

Website: <http://westsussex.local-offer.org/services/7>



The role of the WS SEND IAS is to ensure that all parents have access to impartial information, advice and support so they can make informed decisions about their child's special educational needs. Any information that is shared with the WS SEND IAS is in confidence unless permission has been obtained to share this with other individuals, services and agencies that may be able to help the family with their circumstances.

www.westsussex.gov.uk

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West Sussex SEND Information, Advice and Support Service Moving to West Sussex



Introduction

There is so much to think about and organise when moving home that it's easy to overlook something or leave it until the last minute. When securing a new school placement for your child who has additional support needs, it is vital to start planning as early as possible to ensure a smooth transition to their new school.

This guide will advise you of the steps you need to take and also the arrangements West Sussex County Council will put in place once they are aware of your planned arrival in the county.

SEN support

If your child is currently registered at SEN support (i.e. does not have a statement of special educational needs or an Education, Health and Care Plan (EHCP)), you will need to speak to the West Sussex Pupil Admissions Team on 0333 014 2903 as soon as your arrangements have been finalised, such as your new address and a confirmed moving date. They will be able to let you know which local schools have spaces in your child's year group, and organise their placement by asking you to fill in an 'In Year Application Form', asking you to name up to three schools ranked in your order of preference. If you require help with completing the application form, please contact the West Sussex SEND Information, Advice and Support Service (WS SEND IAS), who will be able to support you with this.

If you are moving to West Sussex from a different County or Local Authority area, the previous school is required to transfer your child's school records within 15 school days of your child no longer being registered at that school. However, when transfer arrangements are made in advance, it is good practice for the information to be provided in time for the new school to plan ahead for your child's needs, such as arranging the teaching methods, equipment or special help that is detailed in your child's existing Individual Learning Plan.

All special needs records and documents for your child should be transferred to the new school, including any detailed background information gathered by the Special Educational Needs Co-ordinator (SENCo), copies of Individual Learning Plans and advice of any specialist teachers or Educational Psychologists working with your child.

It is likely that the new school would want to review your child's Individual Learning Plan as soon as possible, to fully understand your child's special educational needs and the help they need to provide to meet those needs.

N.B. Certain areas outside of the UK do not use the statement/EHCP system, so you may be in a position where your child has been attending a special school without a statement or EHCP. If this is the case, on arrival in West Sussex it is very important to contact the Pupil Admissions Team on 0333 014 2903 to secure a mainstream school placement whilst the Special Educational Needs Assessment Team (SENAT) consider whether to undertake a EHC needs assessment. This may subsequently lead to the issue of an EHCP and placement in one of their special schools if appropriate. SENAT do not normally make 'emergency placements' in special schools, prior to the completion of a EHC needs assessment.

If your child has a Statement or EHCP

If you are planning to move to West Sussex, the first thing to do is to telephone your current Local Authority's Special Educational Needs Assessment Team to let them know you are moving. This is the team who oversees your child's statement/EHCP, and you will be able to find their contact details on any letters you have received regarding the statement/EHCP.

You should provide them with:

- The addresses you are moving from and to
- The date you are moving
- The name and type of school your child currently attends
- The name of the Local Authority you are moving to - (West Sussex)

You should then telephone the new Authority's Special Educational Needs Assessment Team (SENAT), who will send you lists of schools before you move. If you have already moved to West Sussex, you can still ask for the list of schools to be sent to you, or you may even know which school you would like to be considered for.

When you move, SENAT will request a copy of your child's statement/EHCP from your previous Council. They will also ask them for all previous reports, including recent annual review reports to ensure they have a clear understanding of your child's needs. Sometimes they may not be able to give any clear advice until these copies have been received.

SENAT will do as much as they can before you move in – if you are already asking for a specific school, they can send papers and ask that school if they can meet your child's needs. However, a placement offer cannot be made until SENAT have proof of residency, such as:

- Your tenancy agreement
- A letter from your solicitor, or
- A utility bill bearing your name at the new address

Upon transfer of your child's statement/EHCP, West Sussex County Council becomes responsible for maintaining the statement/EHCP and for providing the help detailed within.

On the transfer of your child's statement/EHCP, SENAT may bring forward the review of the statement/EHCP and may conduct a new assessment regardless of when the previous assessment took place. This is to make sure the Council fully understand your child's special educational needs and the help needed to meet those needs. If you require help with any aspect of this, please contact the WS SEND IAS, who will be able to help.

West Sussex County Council must tell you within six weeks of the date of transfer, whether they will review your child's statement/EHCP or propose to make a new assessment under section 323 of the Education Act.

Naming a new school in your child's statement or EHCP

For a child with a statement/EHCP, applications to schools are made through the Local Authority's Special Educational Needs Assessment Team (SENAT). Placement at a particular school requires the agreement of the Local Authority after which Part 4 of the statement or section I of the EHCP is amended. As with any changes to a statement or EHCP, you will have rights of appeal.

West Sussex County Council will try to make sure that your child is admitted to an appropriate school or provision as soon after you move as possible.

The County has a policy of inclusion which aims to ensure that the majority of children with special educational needs are educated in mainstream schools, if this is consistent with:

- The efficient use of resources
- The needs of the child and other children within the class, and
- The wishes of the parents

The duty of naming a school also transfers to West Sussex County Council. It may be that the school named in your child's statement/EHCP is now too far away for your child to attend and so West Sussex County Council would need to name a new school.

West Sussex County Council recognises the need for a range of special provision to be available, from mainstream provision, specialist teaching facilities in mainstream schools to the Authority's special schools.

Sometimes, depending on where you are moving from, your child may continue to attend their current school, if SENAT consider the journey time to be reasonable.