

Moving to West Sussex

- what to consider if your child is on 'SEN Support' at a mainstream school

Please note: 'child' = 'child or young person'



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 the arrangements the Local Authority (LA) will put in place once they are aware of your planned arrival in the county.

If your child is on SEN Support at a mainstream school

If your child is on SEN Support (and therefore does not have an Education, Health and Care Plan (EHCP)), you will need to speak to the West Sussex Pupil Admissions Team on 0333 014 2903 (option 1) 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 mainstream 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. You can [find a list of schools by looking on the council's website](#).

If you have additional needs yourself and require help with completing the application form, please contact us (contact details at end of factsheet), and we will be able to support you with this.

If you are moving to West Sussex from a different county or LA area, the previous school is required to transfer your child's school records within 15 school days of your child no longer being registered there. 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 (ILP).

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.



Talk to the school



Once Pupil Admissions have informed you of the allocated school, it is likely that the school will make contact with you to introduce themselves and find out more about your child and their needs. However, you may wish to give them a call yourself.

Make sure they have received your child's individual support plan, and any other records that explain your child's special educational needs and the support they were receiving in their previous school. This will help them to fully understand what support your child will

require and whether further arrangements need to be made before your child starts.

If your child has not been on SEN Support before moving

You may be moving to West Sussex without your child receiving SEN Support or the equivalent in another country. This may be because your child hasn't started school yet, or perhaps their needs are fairly recent and have not been fully identified yet. If this applies and you have concerns, or your child has been struggling at their previous school then please speak to the SENCO to discuss these concerns. Whilst they may not automatically put your child on SEN Support, especially if there is no evidence to support this, they will be able to monitor your child over the first few weeks, to identify any areas of difficulty and build up the evidence required.

More information:



For more information about SEN Support generally, and to find out what the duties are on schools, please refer to our ['SEN Support' Factsheet](#).

We also have a ['Moving to West Sussex - what to consider if you are going through the EHCNA process, or your child has an EHC Plan' factsheet](#), if this one would be more relevant to your current circumstances.

Service Statement

The role of the SENDIAS service is to ensure all parents, children and young people have access to impartial information, advice and support so they can make informed decisions related to their situation. Any information that is shared with the service is in confidence unless permission has been obtained to share this with any individuals, services and agencies that may be able to help in the circumstances. For more detail, view our [policies and privacy notice](#) on our website.

How to contact us: Tel: 0330 222 8555 / Email: send.ias@westsussex.gov.uk or cyp.sendias@westsussex.gov.uk (up to age 25) / Website: www.westsussexsendias.org

To view factsheet online and access all links: <https://tinyurl.com/btwbxzep>

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