

Guide for Parents/Carers: EHCP Phase Transfer Process & Deadlines for 2025



This information is for parent/carers of children and young people with an Education, Health and Care Plan (EHCP) who are in one of the following year groups:

- Nursery 2 (last year of nursery)
- Year 2 (Infants only)
- Year 6
- Year 11

What is an EHCP Phase Transfer?

EHCP phase transfer is the process of moving a child or young person with an EHCP from one educational phase to another (e.g., from primary to secondary school or secondary to further education). This transfer ensures that their special educational needs (SEN) continue to be met in their new setting.

Key Points of the Phase Transfer Process

1. Review of the EHCP

The Local Authority (LA) must ensure an annual review of your child's EHCP is conducted before any phase transfer. This will review the current EHCP, identify any changes needed, and ensure the plan is up to date for the next educational phase. During the process, you'll be invited to express your preference for the next educational setting for your child. This could be a mainstream school, special school, or college, depending on your child's age and needs.

2. Consultation with Schools/Colleges

Admissions for children with EHCPs is through the Statutory Assessment Team (SAT), via the formal consultation process. The LA will consult with the schools/colleges you have named, alongside any other suitable settings.

3. Issuing the Final EHCP

The final EHCP, naming the new school or college, will be issued by the LA. This document must be completed by the deadlines below to ensure a smooth transition.

Year group	Deadline for final plan to be issued
Nursery	The final amended EHCP must be issued by 15th February 2025
Year 2 (infants only)	
Year 6	
Year 11	The final amended EHCP must be issued by 31st March 2025 .

Support Available

Local Authority SEN Team: Your school will have an allocated SAT Casework Officer who will process the annual review paperwork and oversee the process of securing the next educational placement for your child/young person, the caseworker will be your point of contact at the local authority. Please note, casework officers will not necessarily be in attendance at the annual review meeting.

Independent Advice and Support Services (IASS): Local IASS can offer impartial advice on SEN processes, including EHCP phase transfers. You can find out further information about what they offer by visiting: www.cambridgeshire.gov.uk/sendiaass

Parent-Carer Forums: Cambridgeshire's Parent/carer forum is run for parents by parents. They provide help and information to parents of children and young people aged 0-25 with SEND. You can find out further information by visiting their website: www.pinpoint-cambs.org.uk