

Phase Transfers 2025/26 for children and young people with EHCPs

- Starting school
- Moving from infant to junior school
- Moving from primary to secondary school
- Moving into Post 16 provision

The statutory deadline for naming a placement for children with EHCPs for the following September is 15th February for students starting school in reception, moving from infant to junior school or transferring to Secondary School. For young people with EHCPs moving to post-16 provision, the deadline is 31st March.

All Annual reviews for those in transfer cohorts should be held by the end of the Summer Term in the year before transfer in the school or setting.

Therefore, we would ask the following of schools and settings please:

- Ensure that Annual Review dates are set and communicated with the Casework Team as soon as possible as this will allow us to prioritise this work.
- Paperwork needs to be returned promptly and at the latest within 2 weeks of the Annual Review meeting. This should include:
 - up-to-date reports from all professionals working with the child or young person to allow us to amend the EHCP accordingly.
 - updated views of the child or young person
 - detail of conversations around parental views regarding school preferences. Please note that where a child attends a mainstream school currently, any change of type of school will need to be supported with significant proposed changes to sections B and F of the EHCP as detailed in professional reports.
- Liaise with EHCP Casework Officers where attendance is required - we will endeavour to attend as many of these as possible but may require virtual links to be set up.

School preference forms will be sent to parents once Draft Amended EHCPs are issued.

Further information for parents is also now available on the Local Offer: [Phase Transfer Process | Oxfordshire County Council](#). We would welcome schools' support in ensuring this is shared with and seen by all relevant families.