

SEND Team
PO Box 64529
4th Floor Hub 3
London SE1P 5LX

Email: sen@southwark.gov.uk

8th September 2025

Dear Parent/Guardian,

Re: Further Education Phase transfer and transition

Your child is currently in Year 11 and now is a good time to start planning for their transition to Further Education. We understand that this can feel like a big step - especially if your child has special educational needs or a disability - and we're here to make the process as clear and straightforward as possible.

Because your child has an Education, Health and Care Plan (EHCP), the admissions process will differ from the standard school, college or sixth form application route. This letter outlines how the process works and what you need to know.

We'd like to hear both your preferences and your child's regarding further education placements for September 2026. Although this may seem far off, starting early makes sure we have enough time to complete all the necessary statutory steps. By law, we must name your child's Post 16 setting in their EHCP by 31st March 2026.

The timeline below explains what to expect in the coming months. If you have any questions or need support at any stage, please speak to your child's school SENCo or contact the SEND Service - we're here to help. Where appropriate, we also encourage you to involve your child in choosing their preferred Post 16 setting. An easy-read version of this letter is enclosed for your child.

Please note, if your child is planning to go to a Further Education College, the college will require them to make a direct application themselves in addition to our Local Authority consultation. Please ensure that they are supported to do this where appropriate, in line with College application deadlines.

Information and Contact Details:

- SEND Service: sen@southwark.gov.uk
- Southwark's Local Offer at www.localoffer.southwark.gov.uk
- Southwark Information Advice and Support Team (SIAS): sias@southwark.gov.uk or 0207 525 3104

We are here to support you and your child throughout this process.

Kind regards,

SEND Team Southwark

Timeline:

September 2025	<ul style="list-style-type: none"> • We need to gather your preferences for schools from September 2026. Please find attached the form that needs to be returned to us by Friday 24th October 2025. • You can return this form to us; <ul style="list-style-type: none"> ○ By post (you must print a completed version of the form) ○ By email (sen@southwark.gov.uk) ○ By scanning the QR code and completing the Microsoft form ○ By phoning the SEND Service (020 7525 4278) • The form will allow you to make 3 further education preferences of your choice. • If you have any queries or problems accessing the form, tell us via email at: sen@southwark.gov.uk and a member of the team will contact you. • The Southwark Local offer website has details on the options available; Education (16-25) Southwark Local Offer <p>The Local Offer website will give you a better understanding of the Further Education options available in Southwark. For options outside of Southwark, please contact the council of that borough and check their Local Offer website for details.</p> <p>Next steps:</p> <ul style="list-style-type: none"> • Visit Post 16 settings and attend any open days/evenings. Contact the settings for further advice and guidance on visits. • You may make a request for a place in non-maintained provision or at an independent school. The Local Authority must consider your request, but does not have the same legal duty to name that school. • We may also contact other Post 16 settings we believe could meet your child's needs to help us make an informed decision. • If you make an appointment for an independent school to assess your child at any point during the phase transfer process, the Local Authority is not responsible for funding the costs of any assessments, support or transport.
October 2025	<ul style="list-style-type: none"> • 1pm on Friday 24th October 2025 is the deadline for informing us of your preferences <p>If you do not express a preference for any Post 16 settings, the SEND Service will identify some settings to consult with. This could include the setting that is closest to your home address. Please note we will also keep in mind your child's aspirations when considering Post 16 settings.</p> <p>Please note, a preference does not automatically guarantee a place as there are various factors to be considered (outlined below). As detailed above, if your child would like to go to a Further Education College, they must also apply online to the College directly.</p>
November 2025	<ul style="list-style-type: none"> • The SEND Team will consider and consult with the Post 16 settings that you have listed on your form. • In addition to your preferences, the Local Authority may consult with Post 16 settings that may be able to meet your child's special educational needs as described in their Education, Health & Care Plan (EHCP). You will be informed if this takes place. • There is nothing you need to do at this stage.

March 2026	<ul style="list-style-type: none"> • By the first week of March 2026, you will receive a letter from the SEND team about the outcome of the consultation process and your Further Education preferences. <p>We will have considered the following criteria when making a decision on placement, including:</p> <ul style="list-style-type: none"> • <i>The suitability of your chosen Post 16 setting when considering your child's age, ability, or special educational needs</i> • <i>Whether your child's attendance at the requested setting would be compatible with;</i> <ul style="list-style-type: none"> ○ <i>the provision of efficient education for others, or</i> ○ <i>the efficient use of resources.</i> • <i>A mainstream provision where needs can be met</i> • <i>The nearest suitable provision to meet your child's needs</i> <p>By 13th March 2026, you will also receive a copy of the proposed Education, Health & Care Plan (EHCP) and an Agree/Disagree form. Please complete the Agree/Disagree form and return it to us with any comments. If you need to discuss the proposed EHCP or proposed placement in more detail, please contact your named coordinator.</p> <p>By 31st March 2026, we will issue a final Education, Health & Care Plan naming the Further Education placement secured for your child.</p> <p>If you are not happy with the placement that we name, please your EHCP Coordinator in the first instance. We will try to resolve any concerns you may have.</p> <p>You will also have the right to appeal to the SEN and Disability Tribunal (SENDIST). You can only appeal once an EHCP naming a school has been finalised.</p>
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Frequently Asked Questions

<p>1. Will my child be eligible for transport?</p>	<p>When making a preference for a Post 16 setting, you need to consider Southwark's transport policy. This is on the website: www.southwark.gov.uk/schools-and-education/information-for-parents/financial-support/travel-assistance</p> <p>If you choose a Post 16 setting which is further away when there is a school which can meet your child's needs closer to home, the Local Authority can name your preference, but you will need to make your own arrangements to transport your child to their placement.</p>
<p>2. I am thinking of moving house.</p>	<p>You should talk to your Education, Health & Care Plan (EHCP) coordinator about your moving dates and location.</p> <p>Where a child or young person moves to another local authority, the 'old' authority (Southwark) must transfer the EHC plan to the 'new' authority. The old authority must transfer the EHC plan to the new authority on the day of the move, unless the following condition applies:</p> <p><i>Where the old authority has not been provided with 15 working days' notice of the move, the old authority must transfer the EHC plan within 15 working days beginning with the day on which it did become aware.</i></p>
<p>3. I am thinking of a special school as the further education placement.</p>	<p>First, speak with your child's current school at the Year 10 or 11 Annual Review and speak to your EHCP Coordinator.</p>
<p>4. I would like my child to go to a Post 16 setting out of borough.</p>	<p>List the out of borough Post 16 settings on your form and the reasons for your preferences. The Southwark SEND Team will then contact the other borough.</p>
<p>5. I am worried and don't know where to start.</p>	<p>Please do not worry, we are here to help.. You can contact us:</p> <p>By email: sen@southwark.gov.uk</p> <p>By phone: 0207 525 3947</p> <p>You can also seek advice and guidance from Southwark Information Advice Support (SIAS) Service</p> <p>SIAS Southwark Local Offer</p> <p>Sias@Southwark.gov.uk</p> <p>0207 525 3104</p> <p>Useful resources:</p> <p>Next Steps in London</p>

Hello!



- Next year, you might go to a new school. Sometimes, you can stay at the same school. What you think and want is important. You need to think about next year now, so that you have all the information and support you need to plan.



- You may not know what you want to do yet. That's ok. Talking to your family and other people you know can help. This booklet might also help you think about your options.

[Education \(16-25\) | Southwark Local Offer](#)



- **ACTION:** Tell us what you want to happen next year. You can:
 - scan the QR code below with your phone
 - use the link below to answer online
 - email us (sen@southwark.gov.uk)
 - send us a form in the post
 - phone us (0207 525 3947)
- Please complete and return the form by 1pm on **24th October 2025**. You should send it even if you are not sure what you want to do.

Thank you

Yours sincerely,
Southwark SEND Service



Hopes for September 2026 - Form

Please complete and return this form to us by 1pm on 24th October 2025.

Name:

Date of birth:

Current school or placement:

Name of person who has completed this form:

In September 2026, I hope to:

☐ Stay in the placement I am in

☐ Move to a new educational placement. My choices are:

1st:

2nd:

3rd:

Return to:

SEND Team

PO Box 64529

4th Floor Hub 3

London SE1P 5LX

Email: sen@southwark.gov.uk

or complete the form online using the QR code or link:

<https://forms.office.com/e/sYD0RuRXfG>

