

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

Email: sen@southwark.gov.uk

8th September 2025

Dear Parent/Guardian,

Re: Preparing for Adulthood Phase transfer and transition

We are getting in touch as your child is currently in Further Education and may soon be considering their next steps.

We understand that preparing for adulthood can feel like a significant milestone - especially if your child has special educational needs or a disability. Our aim is to make this process as clear and straightforward as possible, ensuring you feel supported every step of the way.

There are a range of options available for your child's next phase, which may include:

- Continuing in education
- Undertaking an apprenticeship or supported internship
- Entering employment
- Moving onto a supported community package

We would like to hear both your views and your child's preferences regarding plans for September 2026. While this may seem a long way off, beginning discussions early allows us to complete all necessary statutory steps in good time. Please note that, by law, planning for your child's next steps should be completed by **31st March 2026**, this may include either issuing a Final Amended EHCP or ceasing the EHCP.

The timeline below explains what to expect over the coming months. If you have any questions or need support at any stage, please speak to your child's placement 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.

If your child has a transitions social worker within health or care services, they will also be able to discuss local transition options with you, including supported living community packages.

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:

<p>September 2025</p>	<p>We need to gather your preferences for Post 16 settings from September 2026. Please find attached the form that needs to be returned to us by Friday 24th October 2025.</p> <ul style="list-style-type: none"> 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 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.
<p>October 2025</p>	<p>1pm on Friday 24th October 2025 is the deadline for informing us of your preferences.</p> <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>
<p>November 2025</p>	<p>The SEND Team will consider and consult with the Post 16 settings that you have listed on your form.</p> <p>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.</p> <p>The Local Authority will also consider if your child has continued educational needs when considering next steps.</p> <p>Your child's EHCP Coordinator will be your first point of contact throughout the process and will be keeping you updated with the Local Authorities consultations and planning.</p>

<p>March 2026</p>	<p>By the first week of March 2026, you will receive a letter from the SEND team about the outcome of the process and your Further Education preferences.</p> <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 settings 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>If your child continues to have special educational needs that require provision through an EHCP</i> • <i>Whether your child continues to have unmet outcomes in their EHCP</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. If applicable you may instead receive a proposal to cease the EHCP with an Agree/Disagree form. Please complete the Agree/Disagree form and return it to us with any comments. If you need to discuss anything in more detail, please contact your named EHCP Coordinator.</p> <p>By 31st March 2026, we will have finalised planning your child's next steps, this may require us issuing a Final Amended EHCP or ceasing the EHCP.</p> <p>If you are not happy with the Local Authorities decision, please contact 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 a Right to Appeal has been issued to you.</p>
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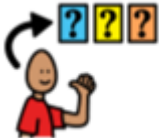
Frequently Asked Questions

<p>1. Will my child be eligible for transport?</p>	<p>When making a preference for a Post 16 setting you need to consider the transport policy. The policy can be viewed on the Southwark website:</p> <p>https://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 and there is a setting which can meet your child's needs closer to home, the LA 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 during the process what should I do?</p>	<p>You should talk to your Education, Health & Care Plan (EHCP) coordinator explaining the periods for your move and where you are moving.</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: 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.</p>
<p>3. I want to move onto a community package, but I am not yet open to any adult services</p>	<p>If you feel that you need ongoing support from the local authority to access adult life, then you may need an assessment. If this is the case, please speak to your coordinator.</p>
<p>4. I am interested in a Supported Internship, but I need more information</p>	<p>Supported Internships are a great way for young people to make their first steps into employment, whilst still accessing some additional support.</p> <p>There are some resources below which may be helpful in providing some more detailed information,</p> <p>What-are-Supported-Internships-Easy-Read.pdf</p> <p>Supported Internships Southwark Local Offer</p>
<p>5. I am worried and don't know where to start what should I do?</p>	<p>Please do not worry, come and seek advice. You can contact the team, in a way that you prefer, to discuss your concerns. Please see details below.</p> <p>sen@southwark.gov.uk</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>02075253104</p> <p>Useful resources:</p> <p>Next Steps in London</p> <p>Careermag for Parents Careermap</p>
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8th September 2025

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:

☐ Go onto a Supported Internship. I am interested in these types of jobs:

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☐ Move into a community package of support

☐ Go into employment

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/cs3VYpiSpn>

