

9. EHCP Annual Review: Transition to Secondary School



When your child is moving from **primary to secondary school**, the EHCP Annual Review is especially important. This is often referred to as a Top Year Transfer. It helps make sure the right support is in place for a smooth and successful transition.

This guide focusses on the Annual Review from primary to secondary but you can find more information about Annual Reviews in general in our Annual Review guide.

Key Timescales

In Year 6, ideally during the autumn term (between September and December)

- The annual review meeting will be held with yourself and the school SENCO (the local authority may attend if needed)
- The school sends the annual review report to the local authority within 2 weeks of the meeting
- The local authority (LA) will make a decision on the EHCP within 4 weeks of the meeting.

By 15 February in Year 6

- The local authority must name the secondary school your child will attend in Section I of the EHCP. This gives the new school time to prepare and plan the right support.

Prior to the Annual Review

Before the Annual Review takes place, it's a good idea to think about the different schools that might meet your child's needs as you will be asked to put forward your preferences within the Annual Review meeting. You can find a list of schools on [Doncaster's Local Offer website](#).

During the Annual Review Meeting

Just like at other Annual Review meetings, you will discuss your child's needs, the support that they require and update their EHCP. In addition to this, you will also need to talk about any transition support your child may need and put forward your preferences for your child's secondary school.

After the Review Meeting

The school will send the updated Annual Review documentation to the LA within 2 weeks of the meeting being held. The LA must then respond within 4 weeks from the date of the meeting to say whether they will:



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- Keep the EHCP the same
- Make changes to the EHCP
- Cease (end) the EHCP if it is no longer required

If changes are made to the plan:

- You'll receive a draft amended EHCP and have 15 calendar days to comment
- The LA must issue the final EHCP by 15 February which will name the secondary provision your child will attend in Year 7.

Need More Support?

If you would like further information on the annual review process, please contact Doncaster [SENDIAS Service](#) on [01302 736920](tel:01302736920) or email: sendias@doncaster.gov.uk.



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