

**Phase Transfer September 2025 for Children with Education, Health and Care (EHC) Plans
from
Early Years to Primary School (Reception)
or
Primary School to Secondary School (Year 7)**

This form should be completed for a child with an EHC Plan who is due to transfer to Reception or to Secondary School in September 2025.

Please complete this form and return it by email to your SEND Officer, whose email address is at the bottom this page.

Section 1 - Child's Details

Child's full name	
Date of Birth	
Age	
Home address <small>If this address is different to the school's record, please attach a utilities bill as proof.</small>	
Current school	
Parent(s)/Carer(s)' name	
Contact number	
Email address	

- I confirm that I am expressing a preference for the school below to be named on my child's EHC Plan from September 2025. I understand that Waltham Forest Local Authority (LA) will consult with my preferred school, and will decide if it will be named in my child's EHC Plan in accordance with the requirements of the Children and Families Act 2014.
- Parent's/Carer's signature:
- Date:

Please email the completed transfer form on or before 31st October 2024 to:
Saira Kassana <Saira.Kassana@walthamforest.gov.uk>

Please also complete Section 2

Section 2 – Parent(s)/Carer(s)' preferred school

Please give your preference for the setting that you would like named on your child's EHC Plan from September 2025.

Name of preferred school	
Is a sibling already attending your preferred school?	
If yes, please give their name(s) and their year group(s).	
Is a sibling also transferring schools as part of the September 2025 phase transfer?	
If yes, please give their name(s) and year group(s)	
Do you have any specific reasons for your preference that you would like to tell us about? If so, please give details below, and attach any supporting documents that you wish us to consider.	