



WOKINGHAM
BOROUGH COUNCIL



2027 Phase Transfer Process

Information



Aims

To share the process that WBC will follow throughout Phase Transfer

To ensure that all families know what this means for them, what they can expect to happen and when, and how they can have their say.

To answer any process related questions that may arise

What is Phase Transfer?

A Phase Transfer occurs when a child or young person moves between 2 key stages of education. This includes starting school in Reception, moving from an infant school to a junior school, moving from a primary school to a secondary school or moving from a secondary school in to Post 16 Education.

A child or young person may not need to change school at the end of each key stage, for example if your child attends a primary school, they can remain in the same school for EYFS, Key Stage 1 and Key Stage 2. Children and young people also remain in the same setting for both Key Stage 3 and Key stage 4.

What will happen and when?

1

September 2026

WBC identifies all children with EHCPs who will go through the PT Process for 2027 and sends a letter.

The letter lays out the process, parental rights and relevant legislation. It is accompanied by a response form.

2

October 2026

Parent/carer completes response form to advise their preferred school place for September 2027 and returns to Case Officer by 30th October 2025.

3

November 2026

We will begin consultation work. For every child, we will consult with the nearest recommended provision to the home address, alongside the school of parental preference.

4

November to February 2027

As schools begin to respond to consults, these will be recorded against a spreadsheet in preparation for school place allocation.

5

February 2027

By 15th February, we will issue every child in the PT process a final EHCP. This will name either the school that they have been allocated, or the type of school we intend to identify.

The process ends / appeal rights available.

1

September 2026

WBC identifies all children with EHCPs who will go through the PT Process for 2027 and sends a letter.

The letter lays out the process, parental rights and relevant legislation. This is accompanied by a response form.

The SEND Team are already identifying all children and young people who will enter the Phase transfer process for September 2027.

In September 2026, all families who will undergo this process will receive a letter confirming this process, and referring to the legal framework around the process, which also lays out parental rights.

The letter will signify your opportunity to inform WBC of your preferred school placement for your child to start in September 2027.

2

October 2026

Parent/carer completes response form to advise their preferred school place for September 2027 and returns to Case Officer by 30th October 2026.

You will have the opportunity to submit one preference of school placement for September 2027.

You may already have an idea of what that may be, but we would highly recommend visiting local settings through their open evenings to support with this decision.

You may have already informed the team of your preferred placement, but we would ask that you complete this form to confirm that your preference remains unchanged.

When making your preference, it will be important to think about what school will give your child the best potential to reach their aspirations and set them up on the right pathway for adulthood.

You should also consider the travel assistance policy and how you would get your child to school if you were not eligible for this.

November 2026

3

We will begin consultation work. For every child, we will consult with the nearest recommended provision to the home address, alongside the school of parental preference.

4

As schools begin to respond to consults, these will be recorded against a spreadsheet in preparation for school place allocation.

Ahead of November 2026, we will identify the nearest appropriate setting to consult with. This will be a mainstream setting unless you have been told otherwise.

Schools will receive your child's current final EHCP alongside the latest annual review document.

WBC will consult with your preferred school alongside the nearest appropriate.

February 2027

5

By 15th February, we will issue every child in the PT process a final EHCP. This will name either the school that they have been allocated, or the type of school we intend to identify.

Between 21st December 2026 and 15th January 2027, you should expect to receive a draft amended EHCP.

An EHCP will be issued as soon as we are able and no later than 15th February 2027.

Where we have been unable to identify a school placement, this plan will name a type of provision and the accompanying letter will lay out what will happen next.

Where you are not happy with the school place you have been allocated, you will have the right to appeal, though we would recommend talking with your allocated SEND Casework Practitioner in the first instance

Should you require travel assistance, you are encouraged to submit your application as soon as possible.

Questions?

Should you have any questions about this process, you can contact you allocated SEND Casework Practitioner. If you do not know who that is, or how to contact them, please contact SEN@Wokingham.gov.uk who will direct you to the correct person.

