

## **Year 6 transfer process:**

### **Summer Term :**

- All schools to have completed their Year 5 reviews to submit to the LA.

### **Autumn Term :**

- Preference deadline 2<sup>nd</sup> October:
- Early November - Special school and Arc panels to take place
- Request for mainstream - consultations to mainstream schools to go out at the end of October. Consulting with 1<sup>st</sup> preference schools.
- Responses to be collected from special school / arc panels where schools are filling in the form. Also, responses collected from mainstreams schools to be received before the Christmas break, ideally early December.

### **Spring Term:**

- Draft plans with preference letters to be sent to parents during the 1<sup>st</sup> week in January 2018 to ensure enough time to get responses or meet with parents with a view to finals going out to meet the 15<sup>th</sup> Feb deadline.