

Summary of key dates for SEND assessments school year 2023-24

Age phase	Purpose	Submission date	DfE deadline
Early Years to Reception	Children: <ul style="list-style-type: none"> undergoing an EHC needs assessment likely to require one with complex or emerging complex needs. 	15 December 2023	Receiving school must be named in EHCP by 15 February 2024
<ul style="list-style-type: none"> Infant to junior school Primary/first to middle school Primary to secondary school Middle to secondary school 	Children with an EHCP at age phase transfer.	15 December 2023	
All years	Requests for EHC needs assessment (ERSA) for child likely to require a Mainstream / Additionally Resourced Provision (ARP)	No later than 10 June	DfE timescales do not apply during summer break
High school transfers Pupils transitioning in September 2024	School hosts Year 5 annual review	No later than end of Summer Term 2023	Receiving school must be named in EHCP by 15 February 2024
	SENAS start collecting Year 5 annual reviews for scheduling at SEN high school transfer panels	May 2023	
	LA SEN High School Transfer Panels held. <i>High School reps invited.</i>	June, July, September and October 2023	
	Deadline for parent/carers to submit their school preferences for high school	20 th October 2023	
	Consultation with high schools	October - February 2024	
Year 9 – 11 review -preparing for adulthood	Amendments to EHCP to support the transition to College / Post 16 institution	Year 9 or Year 10 annual review	
Year 11 and above - Pupils transferring to college/Post 16 institution or leaving in July 2024	Annual reviews for pupils/learners leaving	Summer term 2023 <i>recommend by October of final year if applying for popular courses</i>	College/ Post 16 institution named in EHCP by 31 March 2024