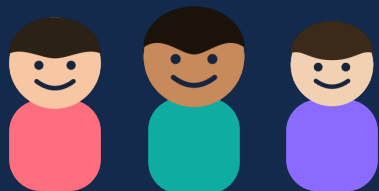


KEY STAGE TRANSFER

2026 / 27

A simple guide for families of statutory school aged children with Education, Health & Care Plans (EHCPs).



● GETTING STARTED

Helping your child move to their next stage

Your child is coming up to an important step in their education. This is called a Key Stage Transfer.

This may include moving from:

Nursery → Reception

Year 2 → Year 3

Year 6 → Year 7



As your child has an EHCP, Bristol City Council will work with you, your child's school and other professionals to plan the next stage. We know this can feel like a big moment for families. This guide explains what happens, what you need to do, and how we'll keep you updated.

If your child is not on roll with a school, further information can be found on the Bristol Local Offer website about the process for your family.

● UNDERSTANDING THE PROCESS

What is Key Stage Transfer?

The process used when a child with an EHCP is moving to a new stage of education. As part of this process:

-  your child's EHCP will be reviewed
-  yours and your child's views will be considered
-  your child's school will share information with the Local Authority
-  you will be asked to tell us your preferred school for your child's next key stage
-  we will contact schools to ask if they can meet your child's needs — called "a consultation"
-  a Final EHCP will be issued naming your child's placement for September 2027

● STAYING INFORMED

How we will keep you updated

We will use text messages to help keep you informed about where your child is in the process. You will also receive letters at key points in the process, but texts will help you know what stage of the process your child is at.

For example, you may receive a text to let you know:

-  Your child's Key Stage Transfer is underway
-  We need your preferred school/setting
-  We've received the information we need
-  We're contacting schools/settings about next September



Key dates

STAGE	DATE
Annual Review, including Key Stage Transfer planning	By 23 rd Oct 2026 (end of Term 1)
Parent/carer preference form	By 31 st Oct 2026
Final EHCP issued	By 15 th Feb 2027

Important

If your child will be in Year 2 from Sept 2026, you only need to express a preference of school if your child attends an infant only school or you wish for your child to move to another setting in September 2027.

You can find further information about the Annual Review process on Bristol's SEND Local Offer: www.Bristol.gov.uk/Bristol-local-offer

For further information, advice and support, contact:

Bristol Parent Carers: www.bristolparentcarers.org.uk

SEND and You: www.sendandyou.org.uk

Step-by-step guide

STEP 1

Your child's Annual Review

Your child's school will arrange a Key Stage Transfer Annual Review by the end of Term 1. This meeting looks at your child's progress, whether their needs, outcomes and support are still appropriate and which setting may best support them next. Your child's school should send the review paperwork to you at least two weeks before the meeting.

Yours and your child's views are really important.

STEP 2

Information to the Local Authority

Following the Annual Review, the school will share the paperwork with parents for signature and then submit it to Bristol City Council. This should include:

- the Annual Review report
- your views
- your child's views
- any recommendations discussed at the meeting

STEP 3

Tell us your preferred school

If your child will be in Nursery or Year 6 from September 2026, you will be asked to express your preference of school. This is recorded in the Annual Review paperwork.

Reaching the Final EHCP

STEP 4

We review the EHCP

The Local Authority reviews the Annual Review paperwork and considers whether changes are needed. If so, we'll send an Amendment Notice within four weeks of the Annual Review meeting, showing the proposed changes, with a chance to respond before the Final EHCP is issued.

STEP 5

We consult with schools

The Local Authority consults with schools to understand whether they can meet your child's needs. This is called consultation. We will consider:

- your preference
- your child's needs
- the information in the EHCP
- the responses from schools
- the suitability of the placement

STEP 6

The Final EHCP is issued

The Local Authority issues a Final EHCP naming your child's school or setting for September 2027. For Nursery, Year 2 and Year 6 pupils, this must be issued by 15 February 2027.

What do I need to do?

-  attend the Annual Review
-  share your views clearly
-  support your child to share their views
-  Express your school preference at the Annual Review meeting
-  Keep your contact details up to date
-  Speak to your child's school, or named SEND Officer, if you're unsure about anything

Who can I speak to if I need help?

-  your child's current school or setting
-  your child's named SEND Officer
-  0117 922 3700

We know that moving to a new stage of education can feel worrying as well as exciting. We will work with you, your child and their school to make the process as clear and supportive as possible, with formal letters at key points, and text messages in between.