



27 October 2022

Dear Parents, Carers and Young People,

RE: Your preference for September 2023

I am writing to you as it is possible that you may want to leave your current school/college in July 2023.

You may be finishing one course of study and starting another in September 2023 in your current school/college or moving to a new one, or there may be a sixth form at your current school and you wish to stay there in September 2023. To help us to make plans for your next steps in education, employment or training as smooth as possible it is important you tell us about your plans for the next year so that we can ensure that you are supported.

You can do this by completing the [online preference form](#), or by returning the form attached to this document by email or post.

You may wish to discuss this with your parents and talk about your options for further education training and employment before deciding.

The Special Educational Needs Code of Practice requires that Education, Health Care (EHC) Plans for Post 16 young people be issued by 31st March 2023 naming the next phase of education and you may have already been asked to think about choices for your next stage of education.

When a young person has an EHC Plan, the SEND Team are required to send a consultation to the post 16 setting or provider if you wish to continue with further education and training.

Following receipt of your preference form, the SEND team may need to consider the suitability of your choice, based on the evidence within your EHC Plan and annual review paperwork. **The SEND Team may also be required to consult with your nearest setting to consider suitability.** Wherever possible, we will try to meet your wishes. However, if we have concerns about the suitability of your chosen placement, a Case Officer will contact you to discuss the matter further.

If your preferred post 16 setting is not the nearest suitable setting and Brighter Futures for Children have agreed to name it on the EHC Plan in line with your preference, the young person may attend the setting on the condition the parents/carers are responsible for all transport arrangements and costs.

Civic Offices, Bridge Street
Reading RG1 2LU

T 0118 9372674
E sen@BrighterFuturesforChildren.org
BrighterFuturesforChildren.org

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behalf of Reading Borough Council
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Please also review the transport policy when considering your preference. Transport needs are considered in line with the policy and SEND Guidance however, there is no automatic entitlement to assisted transport once a young person is over the age of 16. Please see link below to the Transport Policy, which is renewed each May for the following academic year. A transport application form can be obtained by emailing SEN@brighterfuturesforchildren.org

[BFFC-Post-16-Education-Transport-Policy-2022-23.pdf \(brighterfuturesforchildren.org\)](#)

If you know that you would like to continue attending your current school or go to a new school/college but are not sure which course you will study please just tell us the name of the school/college by the deadline. If you don't know which school/college you want by **30th November 2022**, please do let us know. We can continue to work with schools and colleges as you apply for courses and can work alongside their admissions procedures to ensure a smooth transition to your new course of study.

You may wish to contact SEND Information, Advice and Support Service (IASS), formally Parent Partnership, on 0118 937 3421, or email: iass@brighterfuturesforchildren.org. They can offer an informal service to help resolve or prevent any dispute that may arise between parents/young person and the Local Authority.

In the meantime, if you have any queries regarding the process please do not hesitate to contact your Case Officer or the SEN Team sen@brighterfuturesforchildren.org.

SEND Team

sen@brighterfuturesforchildren.org

Enc. Preference form

Young Person's name

Young Person's date of birth:

Young Person's current school/college:

Please indicate the options you are considering for September 2023:-

I plan to continue at my current school/college in September 2023

I plan to start further education at college in September 2023

Name of College (if known):

Name of Course (if known):

I plan to start training with a training provider in September 2023

Name of training provider:

I plan to start employment in September 2023

If your plans are none of the above please tell us what you will be doing from September 2023

Young Person's Signature:

Parent/Carer Signature:

Parent/Carer Name:

Parent/Carer Email address:

Date:

Please return this form by 30th November 2022 by email to sen@brighterfuturesforchildren.org

Or by post to: -

SEND Team, Brighter Futures for Children,
Floor 1 North Front, Civic Offices,
Bridge Street, Reading
Berkshire RG1 2LU

You may instead like to complete this form online. You can use the [online preference form](#) link, or scan the QR code opposite:

