

## December

- Revision and KS4 Mocks for some schools before Christmas
- Revision during Christmas holidays for KS4 Mock exams in the New Year

## SPRING TERM 2018

### January

- **Arrange Spring Term Personal Education Plan meeting and Record on ePEP Portal**
- Applications for 2019/20 Primary schools by **no later than 15 January 2019**
- Spring School Census - **17 January 2019** - pupils in this census attract school funding for Pupil Premiums (not current LAC)
- Schools confirm examination entries to Examination Boards for KS4 assessments
- KS4 Mock examinations in schools
- Review papers for 2019/20 SEND Admissions for rising 5 year-olds - see March

### February

- **15 February 2019:** final decisions and Statement amendments/amended EHCPs made on all SEND key stage transfers and post-16 special schools

### March

- 2019/20 SEND Admission Panel meetings for rising 5yr olds
- PEPs for **Year 8** and/or **Year 9** pupils should include discussions/decisions around KS4 Options for the following autumn term
- Confirmation of Secondary school places (via letter to those with parental responsibility who applied) on **01 March 2019**. Acceptance or Decline of secondary school place by **19 March 2019**

## SUMMER TERM 2019

### April

- **Arrange Summer Term Personal Education Plan meeting and Record on ePEP Portal**
- Easter holiday Revision for KS3 and KS4 pupils
- Confirmation of Primary school places (via letter to those with parental responsibility who applied) on **16 April 2019**. Acceptance or Decline of primary school place by **30 April 2019**

### May

- KS2 (Year 6) SATs all week from **13-16 May 2019**
- KS1 (Year 2) teacher assessments made through May/June so please ensure pupils are in and attending schools during this period
- KS4 (Year 11) and KS5 (Year 13) examinations held between **08 May - 21 June 2019** (specific courses will need checking)
- Summer School Census - **16 May 2019**
- Letterbox Club to run for six months (May to October). Pupils will receive personal book parcels at their home address (please ensure all placement changes during this period are recorded immediately to assist with this)

## June

- Phonics screening for all Year 1 pupils **10-14 June 2019**
- Foundation Stage Profile teacher assessments for Reception age pupils finalised
- Official Education Leaving Date for Year 11 – **20 June 2019**. Pupils will be required to stay in some form of education or training until they are 18 years old.

## July

- Surrey Secondary schools Induction Days for Year 6 pupils – **02 July and 03 July 2019**
- KS1 (Year 2) teacher assessments made through June/July so please ensure pupils are in and attending schools during this period
- KS3 Teacher Assessments finalised
- KS2 SATs results into schools for reporting to parents before the end of term – late July
- End of Year Reports for all pupils

## August

- KS5 Results published **15 August 2019**
- KS4 Results published **22 August 2019**

### Surrey County Council

Contact Centre: **03456 009 009**

Website: [www.surreycc.gov.uk](http://www.surreycc.gov.uk)

### Surrey Virtual School

E-mail: [virtual.school@surreycc.gov.uk](mailto:virtual.school@surreycc.gov.uk)

Tel: **0208 5417761**

Website: [www.surreyvirtualschool.org.uk](http://www.surreyvirtualschool.org.uk)

### Local Education Officer Teams

SW: **01483 517835**

SE: **01737 737961**

NW: **01483 518106**

NE: **01372 833412**

### School Admissions and Transport

**03456 009 009**

### Area Social Care Teams

SW: **01483 517345**

SE: **01737 737200**

NW: **01483 519009**

NE: **01372 832211**

### The Emergency Duty Team

E-mail: [edt.ssd@surreycc.gov.uk](mailto:edt.ssd@surreycc.gov.uk)

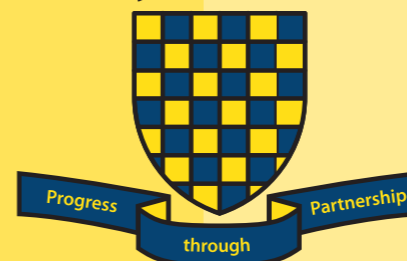
Tel: **01483 517898**

Fax: **01483 517895**

**Personal education plans should always be up-to-date and now available through the ePEP Portal**

**If a child has recently changed schools, please inform previous school of details and ask for a 'common transfer file' (CTF) to be forwarded to the new school, together with all other records.**

## Surrey Virtual School



# KEY EDUCATION DATES 2018 - 2019

## AUTUMN TERM 2018

### September

- **Arrange Autumn Term Personal Education Plan meeting and Record on ePEP Portal**
- New Academic Year for all pupils
- Possible transition into new school for Year 3 pupils
- Transition into new school for Reception and Year 7 pupils
- Welfare Call are engaged to collect school attendance and assessment data throughout the year

### October

- Autumn School Census – **04 October 2018** – counts all pupils attending mainstream schools and recognised Alternative Provision for annual funding purposes. If pupils are not in school or AP at this time then **no funding is paid to the local authority for the year**.
- Open Days/Evenings for most schools, including Sixth Forms – a time for pupils/carers/social workers to visit prospective future schools
- PEPs should include target setting for all End of Key Stages for Years 2 (KS1), 5 (KS2), 9 (KS3) and 10 (KS4)
- PEPs for Years 10 & 11 should include discussions/decisions around Post-16 options in education, employment or training (EET). Details of examination entries for the summer term should be included.
- PEPs for Years 2, 6 and 11 should include discussions/decisions around school/college applications for 2019/20. Year 2 – if pupil is moving from Infant to Junior school; Year 6 for transition into secondary education and Year 11 for post-16 EET.
- PEPs for Year 5 Statemented pupils should include specific discussions on secondary school applications for the following year - include assigned SEND Caseworker in discussions
- Key stage transfer preferences for children with EHCP or SSEN to be made by 31 October 2018. Applications for **Special** school places to be forwarded to SEND case officers and those for **Mainstream** are now online on the SCC website *Applying for a school place for a child with EHCP or a SSEN*.
- Year 6 Applications for 2019/20 Secondary schools - deadline **19 October 2018**

### November

- College and University Open Days / Evenings
- Applications for 2019/20 **Post-16 options between November 2018 and January 2019**. Be aware early applications have a greater chance of success for course(s) of choice – **late applications are unlikely to be successful for popular courses**.
- 2019/20 SEND Admission Panel meetings for Years 2,6 and specialist placements



SURREY

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
September	SATURDAY	SUNDAY	MONDAY	TUESDAY <b>START OF TERM</b>	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	
October	MONDAY	TUESDAY	WEDNESDAY	THURSDAY School Census	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY
November	THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	
December	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY <b>END OF TERM</b>	THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY
January	TUESDAY	WEDNESDAY	THURSDAY <b>START OF TERM</b>	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
February	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY			
March	FRIDAY <b>S</b>	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
April	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY <b>END OF TERM</b>	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY
May	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
June	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	
July	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY <b>END OF TERM</b>	THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY

**P** = Primary School Admissions (see reverse for details)

**S** = Secondary School Admissions (see reverse for details)

**PERSONAL EDUCATION**

Personal education plans should always be up-to-date and are now available through the ePEP Portal.

If a child has recently changed schools, please inform previous school of details and ask for a 'common transfer file' (CTF) to be forwarded to the new school, together with all other records.

Surrey Virtual School website also has additional information for schools, social workers, carers and children who are looked after – [www.surreyvirtualschool.org.uk](http://www.surreyvirtualschool.org.uk)

