

Transition Plan - Revised Guidance for (Final Period of Implementation: September 2017 to March 2018)

This guidance sets out information on how the local authority will transition children and young people with statements of special educational needs to the new system (Children and Families Act 2014) during the final period of implementation. All children and young people with statements must be transferred to the new system by 1 April 2018.

Transfer Process

To transfer a child or young person from a statement to the new SEN system, the local authority will initiate a 'transfer review' and an EHC needs assessment will be conducted in line with the Children and Families Act 2014 as part of the transfer review. It is anticipated that transfer reviews will be completed within the 20-week maximum timeframe within the SEND Code of Practice.

The transfer review will replace the annual review in the academic year that the child/young person transfers to the new SEN system. The child's parents and the young person will be invited to a meeting as part of the transfer review. The transfer review will be completed within 12 months of the statement being issued or of the previous annual review. Once the transfer process has commenced, appeal rights under the 1996 Act are replaced by those under the 2014 Act.

Important Information

Schools are required to hold any remaining transfer reviews in the Autumn Term 2017.

The number of children and young people who had a transfer review during the first year of implementation:

Academic Year September 2014/15	
Statements of SEN	Target 339 – Target Met
Learning Difficulty Assessments	58 - Below Target (13)

The number of children and young people who had a transfer review during the second year of implementation:

Academic Year September 2015/16	
Statements of SEN	Target 548 – Above Target (594)
Learning Difficulty Assessments	206 - Below Target (101)

The number of children and young people who had a transfer review during the third year of implementation:

Academic Year September 2016/17	
Statements of SEN	Target 444 – Above Target (449)

The number of children and young people who require a transfer review during the final period of implementation:

Academic Year September 2017 to March 2018	
Statements of SEN	Target 26

TRANSITION TO A NEW SYSTEM FROM Statement of SEN TO Education, Health, Care Plan – TRANSFER REVIEW (EHC NEEDS ASSESSMENT) PROCESS

<p style="text-align: center;">Step 1: Notification</p>	<p>The LA will ensure that educational providers and partner agencies (Educational Psychology, Social Care and Health) are notified of the children and young people who are due to have a transfer review (EHC Needs Assessment) in each academic year (Information will be sent out to educational providers and partner agencies at the beginning of the academic year/ termly).</p> <p>The LA will look to minimise disruption for families by scheduling meetings when the annual review meeting would normally take place. However, the transfer review must be completed within 12 months of the statement being issued or of the previous annual review. Once the transfer process has commenced, appeal rights under the 1996 Act are replaced by those under the 2014 Act.</p> <p>The transfer review will replace the annual review in the academic year that the child/young person transfers to the new SEN system. The child’s parents or the young person must be invited to a meeting as part of the transfer review.</p>
<p style="text-align: center;">Step 2 Invitation to the Transfer Review</p>	<p>The responsibility for organising and facilitating the meeting will normally be undertaken by the educational provider where the child/ young person attends. Early years settings will organise and facilitate the meeting but will be able to refer to the Special Needs Early Years Team for advice and support. The educational provider must:</p> <ul style="list-style-type: none"> • convene the Transfer Review and must invite the child’s/ Young Persons’ parents, child/ Young Person, a representative of the school, a local authority SEND officer, and where relevant a health service and a local authority social care representative, giving at least two weeks’ notice of the date of the meeting. Other individuals relevant to the review should also be invited. <p>The educational provider must seek advice and information about the child or young person prior to the meeting from all parties involved. Advice from services should be provided in line with an EHC needs assessment, using the LA Guidance and advice templates for each service. The educational provider must also provide educational advice. The provider must make the young person and their parents/cares aware of support available through the Information, Advice and Support Service (Parent Partnership Service) and Independent Support.</p> <p>The educational provider must send their advice and any other information gathered prior to the meeting to all those invited to the transfer review at least two weeks before the meeting (the LA must receive this information at least 2 weeks prior to the meeting for a transfer review to be initiated).</p> <p>On receipt of this information the LA will initiate a transfer review (EHC Needs Assessment) – the LA will send written notification to the parents/carers/ young person and Head teacher, two weeks prior to the meeting, informing the parents/cares or young person that the LA is conducting a transfer review and making them aware of the support available through the Information, Advice and Support Service (previously known as the Parent Partnership Service) and Independent Support. On the same date, additional advice, where required, will be sought from Health, Social Care, and Educational Psychology Services,</p> <p><i>Independent Support will engage with the family, where this has been requested</i></p>

<p style="text-align: center;">Step 3: Preparation for the Transfer Review Meeting</p>	<p>In preparation for the transfer review meeting the key worker/SENCO within the educational setting must complete and collate the following information:</p> <ul style="list-style-type: none"> • Key information • One page profile - Refer to Wolverhampton’s Guidance on Person Centred Planning ‘It’s All About Me’ for examples on how to develop a one page profile • Child, young person’s journey/family journey • Aspirations of both the child, young person and their parents/carers. <p>The educational provider must produce a report, which is shared with parents/carers and the child/ young person prior to the transfer review meeting. The key worker/SENCO must also plan outcomes with the parents/cares and child/young person based on their needs, and consider strategies, as well as monitoring and review arrangements.</p> <p>All the above must be completed by the educational provider as part of a ‘family conversation’ with the parents/cares, child or young person.</p> <p>As noted in Step 2 the educational provider must send their advice and any other information gathered prior to the meeting to all those invited to the transfer review at least two weeks before the meeting (All information must be submitted electronically). <u>The LA must receive this information at least 2 weeks prior to the meeting for a transfer review to be initiated.</u></p> <p>The educational provider must complete the transfer review form and forward to the LA within 2 weeks following the transfer review meeting.</p>
<p style="text-align: center;">Step 4: Transfer Review</p>	<p>Children, parents and young people should be supported to engage fully in the transfer review meeting. Reviews must be Person Centred and undertaken in partnership with the child and their parent or the young person, and take account of their views, wishes and feelings.</p> <p>The process must allow for outcomes to be agreed for the EHC Plan and for provision to be identified that will support the child/young person to achieve those outcomes.</p> <p>The review will also consider parents/carers and young peoples’ right to request a Personal Budget where they have an EHCP.</p> <p>For children and young people who are due to move from one phase of provision to another (from Primary to Secondary School or from School to FE College) then a further meeting is required to share the draft plan, and a date set.</p>
<p>Step 5: DECISION</p> <p>TIMESCALE: 16 WEEKS</p>	<p>The LA decides in line with the Guidance, as to whether an EHCP is required. Where the LA decides not to secure an EHC Plan for a child or young person transferring from a statement of SEN, the LA must notify the child’s parents or the young person within 16 weeks of the start of the ‘transfer review’ (A Summary of Need will be provided).</p> <p>Where a local authority decides not to secure an EHC plan, the parents/carer has the right to appeal that decision.</p>
<p style="text-align: center;">Step 6: Draft Plan</p>	<p>The EHCP is drafted by the Plan Co-ordinator.</p>

<p>Step 7: Proposed Draft Plan Shared</p>	<p>For children and young people who are due to move from one phase of provision to another (i.e. from Primary to Secondary School or from School to FE College) then the Plan co-ordinator will attend a second review meeting to share the proposed draft plan and to ascertain the parents/carers or young persons' preference of educational provider for the next phase of their education. Following this meeting the proposed draft plan will be sent out to the parents, cares or young person as part of the formal consultation process.</p> <p>For all other transfer reviews the draft plan will be sent out to the parents, cares or young person for formal consultation without the need for a second meeting.</p>
<p>Step 8: Consultation</p>	<p>LA formally consults with the educational establishment and Governing body for a place.</p>
<p>Step 9: Sign Off</p>	<p>Where a request for a personal budget is made the proposed EHC Plan is taken to EHC Funding Panel, where funding is quality assured and the request considered.</p> <p>The Plan Co-ordinator signs off EHCP and the plan is made final.</p> <p>Parents/young person are notified and final EHCP is circulated to all.</p> <p>Completion of Independent Supporters work with family.</p>
<p>TIMESCALE: 20 WEEKS</p> <p>Exceptions may be placed on this timescale as set out in the regulations.</p>	<p>The EHCP (Final) is taken to the EHC Funding Panel for quality assurance/agreement.</p>

For Further Information on Transition to a New System Contact:

SENSTART

Civic Centre, 1st Floor

St Peter's Square

Wolverhampton

WV1 1RT

Telephone: 01902 555961

Information, Advice and Support for Parents/Cares and Young People

Information, advice and support on SEND related matters is available through the SEND Information Advice and Support Service. An Independent Supporter to assist parents/carers and young people through the assessment and conversion process will be offered and provided through the Information, Advice and Support Service and KIDS.

Information, Advice and Support Service

The Gem Centre

Neachells Lane

Wednesfield

Wolverhampton

WV11 3PG.

Telephone: 01902 556945

The following groups were consulted in developing a regional approach to transition to the new system:

- SEND Partnership Board
- Voice 4 Parents
- Early years settings and schools
- Post 16 providers
- Connexions, and
- Professionals across education, health and care.