

Transfer of a Statement of SEN to an Education Health and Care Plan

2015-16

Stage 1

Preparing for the Transfer Process

(Steps 1-3)



This is the first stage in the process of the transfer of a child's or young person's statement to an Education, Health and Care plan or to a support plan. At this stage the key people involved will be told about the process and how they can help to secure the best outcomes for your child. It is expected that all professionals, whatever their role will support parents and children/young people throughout this process.

What happens at Stage 1 for parents?

- The SEN team will write to you to tell you about the transfer process.
- You will be given information about how you and your child will be at the centre of the process, the importance of your involvement and asked to share your hopes and aspirations for your child.
- You will be given the start date for the 18 week process and the date of the transfer review meeting.
- You will be informed about your rights of appeal through the process and about how you might make a request for a personal budget to meet outcomes in a new Education Health and Care Plan.
- You will be given information as to

What happens at Stage 1 for professionals

- The SEN team will agree a date for the start of the EHC assessment and transfer review with the school (usually when the annual review would be taking place).
- The school will write to any professional who is working with your child. They will be asked for information about strengths and needs, progress and any outcomes they feel should be included in an EHC Plan.
- Professionals will be sent a proforma to complete to capture relevant information.
- Any professional working with the child will be invited to the transfer review meeting.
- Professionals will complete the

where you can get support as you go through the process.

- Your child’s school will write to you to invite you to the review meeting and ask you to send in information about your child and your aspirations for them in the future.
- School will also write to your child to invite them to their review meeting. They will support them to contribute to the meeting consider what is working and not working for them and their aspirations for their future. School will make sure that you are aware of how they are going to do this with your child and check with you as to whether you want to be involved in this.

proformas based on their own assessments and knowledge of the child. They will provide recommendations of outcomes for the child from their professional view This will be returned to school within 4 weeks.

- The SEN team will tell Health and Social Care Services when the transfer process will start and the date of the review meeting.

Stage 2

Information Gathering

(Step 4)



Information is gathered to inform the EHC/support plan.

What happens at Stage 2 for parents?

- 2 weeks before the review meeting, school will send you their report on your child’s progress towards their targets, their ongoing strengths and needs and any outcomes they feel should be included in an EHC Plan. They will also send you any other information that has been gathered from other professionals.

What happens at Stage 2 for professionals?

- 2 weeks before the review meeting the school will circulate all the information they have collected to parents/young person, any professionals who are working with the child and have been invited to the transfer meeting and to the SEN team.

Stage 3 (Weeks 1-13)

Analyse and Agree

The EHC Assessment and Transfer Process Starts

Steps 5-7



Transfer Review Meeting

A person centred plan meeting is held and reviews your child's progress and identifies: your child's achievements, skills and aspirations; their strengths and needs; what is working well and what is not working at school, home and in the community; health and social care needs. Based on all this information, the outcomes both long and short term and the provision required to meet the outcomes will be agreed. Any request for a personal budget will also be discussed.

All professionals invited to the meeting should make every effort to attend. It is expected that the following people will attend:

- Parents;
- Child/young person;
- School;
- LA officer;
- Health professionals currently involved;
- Social Worker if currently involved;
- Connexions for any child in year 9 onwards;
- Adult Services for any young person in year 13 onwards who will require their services.

After the meeting

The school/setting will send all the notes and the recommendations of the transfer meeting to parents, the LA and any other professional involved with the child. The LA will decide whether the special educational provision that the child or young person needs can only be made within an Education Health and Care Plan. If this is the case then a draft EHC Plan will be sent to parents. If an EHC plan is not required then parents will be informed and a support plan drawn up.

What happens at Stage 3 for parents?

- You will attend the transfer meeting to discuss your child's progress and what

What happens at Stage 3 for professionals

- Professionals attend the Plan meeting to:

you think needs to be in an EHC/support plan. You will be able to identify key outcomes you want for your child and look at personalisation of the plan to meet your child's needs.

- You will have the opportunity to explore whether you wish to consider a request for a personal budget to meet some of the outcomes of the EHC Plan.
- Once the SEN team has received all the information from the transfer review meeting a decision will be made as to whether an EHC Plan is required. If a Plan is not required then the SEN team will write to you to explain this decision, and send a support plan that will describe how your child needs can best be supported. It will also provide information about what you can do if you are not in agreement with this
- If an EHC Plan is required you will be sent the draft plan and will be asked for your views.

- Identify the outcomes;
- Contribute to the content of the EHC/Support plan;
- Discuss a personal budget if parents are requesting this.

- Following the meeting they will receive a copy of the draft plan and you will be asked for your views.

Stage 4 (weeks 6-18)

Finalise

Steps 8-10



The Local Authority will issue a draft EHC Plan and send it to parents. They will have 15 days to request:

- a further meeting with an SEN Officer;
- any further changes you would like to see to the plan;
- any aspect of the plan to be requested as a personal budget.

If parents do request a personal budget that will provide for any part of the special

educational provision to be made on the premises of a school, then the LA will have to seek the agreement of the school/college, before this can be agreed.

Following any further discussions and amendments that can be agreed, the SEN team will send out the final EHC Plan within 18 weeks of the process starting.

Parents will be advised of their rights to seek disagreement resolution, mediation and appeal if they are unable to resolve any concerns with the Local Authority and or the Health Authority.

The EHC Plan will replace the statement and will be reviewed within 12 months of it being finalised. It will be circulated to the school/college, other professionals involved, the Health and Social Care designated officers.

What happens at Stage 4 for parents?	What happens at Stage 4 for professionals?
<ul style="list-style-type: none">• You can request further meetings with the SEN Team if you need any further clarification or want other changes to the plan. • If you remain concerned about parts of the EHC or support plan. You can:<ul style="list-style-type: none">➢ Raise your concerns with the Agencies and request meetings;➢ Seek disagreement resolution and mediation;➢ Take up the right of appeal to the SEND Tribunal. • You will receive your child's final EHC Plan.	<ul style="list-style-type: none">• You will be asked to support any meetings with parents if there are aspects of the EHC Plan they wish to discuss that involves your Service. • If a personal budget is requested, this will be considered by the appropriate Service and the decision and any arrangements for delivering this budget will be made by that Service. • If a personal budget is not agreed then the reasons will be given to parents and they will be told as to how they may wish to pursue this further. • Professionals will receive a copy of the EHC Plan and will deliver what is described in the EHC Plan from their Service.

Stage 5 (Weeks 1-52)

Monitor and Review

Step 11



The EHC Plan will replace the statement and there will be a person centred review of the EHC Plan within 12 months of it being finalised.

What happens at Stage 5 for parents?

- You will attend the next review of the EHC Plan.
- If a personal budget has been agreed then you will manage and allocate the resources to support the outcomes in the EHC Plan and provide audit information to the Agencies involved.

What happens at Stage 5 for professionals?

- Any personal budget taken by the parents is monitored by the relevant Agency to ensure that it is being used to support the outcomes identified in the EHC Plan and there is a proper audit process in place.
- The school/setting will organise and hold a person centred review of the EHC Plan.
- Any recommendations for significant changes to the EHC Plan will be submitted to the SEN Team.