



Department for Children, Adults and Health

Local SEND Transition Plan November 2016 – April 2018

1. Purpose of this Local Transition Plan

To explain the process by which Statements of SEN and Learning Difficulty Assessments (LDA) will be converted to an Education Health Care plan (EHCP) where an EHCP is required.

2. Audience for the Local Transition Plan

This Local Transition Plan is published so that parent, carers, young people, schools, colleges, health organisations and other interested parties are clear of the target groups and the timescales for conversion to EHCPs.

3. Background

The first Local Transition Plan for South Gloucestershire was put in place in 2014 in preparation for the activity needed to convert Statements and LDAs to Education Health Care plans (EHCPs). It is now time to review the Transition Plan and to plan further activity.

The Local Transition Plan provides a timetable for activity. South Gloucestershire is keen to have a smooth transfer of Statements of SEN and LDAs to EHC plans. By 1 April 2018, South Gloucestershire will have transferred all children and young people with Statements of SEN to the new SEN and disability system where they require an EHC plan.

The aim of this Local Transition Plan is to inform parents/carers of children and young people with a Statement of Special Educational Needs or LDA about how they will be transferred onto the new SEND system which introduced Education Health and Care plans (EHCPs).

A “young person” in this context is a person over compulsory school age and under 25. Compulsory school age ends on the last Friday of June in the academic year in which the person becomes 16.

This Local Transition Plan is drawn up based on the guidance, outlined in *Special educational needs and disability; managing the September 2014 changes to the system. Advice for local authorities and their partners. Fourth edition: October 2016*. This Local Transition Plan covers the remaining period from November 2016 – April 2018.

Until 1st April 2018, the 1996 SEN Framework will continue to have effect in relation to children and young people with Statements of SEN. This means that a child with

a Statement will continue to have his/her needs reviewed as part of the annual review process. Local authorities cannot commence an EHC needs assessment if an appeal has been lodged. A parent of a child or young person can request a reassessment under Part IV of the 1996 Act during the transition period but if a reassessment is requested South Gloucestershire Council will work with the family to consider an EHC needs assessment instead, where appropriate.

The legal test of when a child or young person requires an Education, Health and Care (EHC) plan remains the same as that for a Statement of SEN.

4. Consultation in developing this Local Transition Plan

A range of stakeholders have been consulted in drawing up the revised Local Transition Plan. This has included: Supportive Parents, the SEND Information, Advice and Support Service, South Gloucestershire Parents and Carers (SGPC) who run the Parent Carer Participation and a selection of headteachers and SENCOs from primary, secondary and special schools.

5. The Number of children and young people with statements of SEN and LDAs (Nov 2016)

South Gloucestershire currently has 1685 children/young people with a current Statement of Special Educational Needs or EHCP - 3.1% of the school population. There are now 884 children and young people who still have a Statement of SEN and 11 who have an LDA.

The majority of young people aged between 16 to 25 with an LDA have requested conversion to an EHC plan and this is underway, the majority have been converted. 11 remain outstanding and will be completed by December 2016.

6. The order in which children and young people with Statements of SEN will be transferred to the new system

To ensure that momentum is maintained across all areas, South Gloucestershire Council must ensure that some groups of children and young people (or target cohorts of pupils) are transferred to the new system by particular points during the transition period. The Local Transition Plan helps to ensure that parents and young people can access information about the transfer process.

Schools will be broadly following the suggested timetable (see table1) but some Transfer Reviews may be held at different times to meet the individual needs of the child, young person the school and family. In order for South Gloucestershire to meet their timescales for Yr. R, Yr. 6 and Yr. 11 it is helpful if the reviews are completed at the suggested time. Table 1.

Yr. Gr	School	Suggested Time for school to complete Transfer Review
Yr.2	Infant Schools	Sept to Oct
Yr. 2	Primary Schools (inc Special)	April to May*
Yr. 4	Primary Schools	April to May
Yr.6	Primary Schools (inc Special)	Sept to Oct
Yr.9	Secondary Schools (inc Special)	Nov to Jan
Yr. 11	Secondary Schools (inc Special)	Oct to Nov
Yr.13 &14	Special Schools	Sept to Oct

*these can be completed earlier in the year if the parent is considering a change of school.

In the academic year within which South Gloucestershire Council intends to transfer the Statement to an EHC plan, the Transfer Review should replace the annual review.

South Gloucestershire Council must complete the Transfer Review for Yr. 6 & Yr. 11 and issue the EHC plan before:

- 31st March in the calendar year of the child's entry to primary school;
- 15th Feb in the calendar year of the child's transfer to secondary schools (Yr. 6);
- 31st March in the calendar year of the child's transfer from secondary school to post 16 (Yr. 11)

7. The number of Statements and LDAs that will require a Transfer Review and an EHC plan where required ¹

[Activities in red are for the 2016/17 academic year] - Table 2 includes data as of November 2016

Year Group	No of Statements	Update
R	tbc	Ongoing
1	7	To be completed April 2017 – Sept 2017
2	66	Target group for Sept 2016. To complete any plan for a pupil moving from infant to junior by Feb 2017 – Transfer Reviews to be held. Other Yr. 2 pupils (who are not transferring schools) to be completed by August 2017
3	44	To be completed Sept 2017 – April 18
4	82	Target group for March 2017 – July 2017
5	84	To be completed from Sept 2017 – April 18
6	76	Target group for Sept 2016 – Feb 2017 – Transfer Reviews held

Year Group	No of Statements	Update
7	17	To be completed Sept 2017 – April 2018
8	110	To be completed from Sept 2017 – April 2018
9	101	Target group for Sept 2016 – Feb 2017 – Transfer Reviews to be held
10	46	To be completed from Sept 2017 – April 2018
11	132	Target group for Sept 2016 – March 2017 – Transfer Reviews to be held

Year Group	No of Statements	Update
12	31	To be completed Sept 2017 – April 2018
13	42	Target group for Sept 2016 – April 2017
14	30	Target group for Sept 2016 – April 2017
15+	16	Target group for Sept 2016 – April 2017

8. How and when parents/carers of children with SEN and young people with SEN and their educational institution will be made aware of the arrangements for the transfer of a child or young person

Schools are aware and have been notified by South Gloucestershire Council of the need to complete Transfer Reviews within the nominated months. This has been communicated to them via September 2016 and October 2016 SEND Newsletters and at primary and special headteacher meetings. Special schools will agree dates for the Transfer Reviews with parents/carers for young people in year groups 12, 13 and 14.

All parents and carers of children and young people with a child in Yr. 6, Yr. 9 and Yr.11 will receive a letter from South Gloucestershire Council advising them of the transition process.

Schools will alert families to the dates of the Transfer Reviews (at least 2 weeks prior to the date of the Transfer Review). There is a maximum period of 18 weeks from the notified start date – the Transition Review - resulting in 20 weeks for the entire process.

9. Details of the Transfer Process

An EHC plan can only be issued following a Transfer Review – the Transfer Review is an EHC needs assessment in accordance with The Special Educational Needs and Disability Regulations 2014.

South Gloucestershire Council expect that all those who have a Statement of SEN or LDA who remain in education will be transferred to an EHC plan; no-one should lose their Statement and not have it replaced with an EHC plan simply because the system is changing, however part of the process will be to assess or consider existing assessments to ensure that the level of needs are such that special educational provision is necessary in accordance with an Education Health and Care plan.

Young people in further education and training who currently receive support as a result of a LDA can request an EHC needs assessment under the 2014 Act. All young people who receive support as a result of an LDA who continue in further education or training beyond December 2016 must have an EHC plan by that date where one is needed.

Young people aged under 19 in youth custody with a Statement of SEN will be deemed to have an EHC plan and supported appropriately. A Transfer Review will be conducted preferably whilst the young person is in custody but definitely on release if this has not already been put in place.

10. Details for a Transfer Review

To transfer a child or young person's Statement into an EHC plan, a Transfer Review must be undertaken by the school. South Gloucestershire Council will ensure that a needs assessment is completed and all relevant information is available. The Transfer Review provides an opportunity to complete the needs assessment and determine if a Plan is required.

¹ Based on the all pupils sheet 23/11/16

For children and young people who need an EHC plan, the Transfer Review will allow for outcomes to be developed for inclusion in their EHC plan and identify provision to support the child/ young person to achieve those outcomes. A Transfer Review meeting will replace the Annual Review that would otherwise have gone ahead within the academic year identified in the table 1. The Transfer Review will only happen once, and any future reviews will become an Annual Review of the EHC plan until the Plan is no longer necessary.

The Transfer Review and the EHC assessment process will allow South Gloucestershire Council and families to work together to consider existing assessment information within the Statement and what, if any, further assessment is required.

To conduct a Transfer Review, South Gloucestershire:

- Must give two weeks' notice
- Must undertake an EHC needs assessment in accordance with Part 5 of the Transitional and Saving Provisions Order 2014,
- Must have regard to the Code of Practice, 2015
- Must ensure that the child's parents and the young person are invited to a meeting to contribute to the Transfer Review, in advance of the EHC plan being finalised.

The Transfer Review will be used to engage the child's parents and the child/young person. South Gloucestershire Council must not seek any advice for the EHC needs assessment if such advice has previously been provided and all believe that it is sufficient for the purposes of an EHC needs assessment.

To conclude a Transfer Review the Council will either (i) send a draft EHC plan for comment and then a finalised EHC plan to the family or (ii) notify the child's parent of its decision that it is not necessary for SEN provision to be made for the child or young person. There is a right of appeal to the SEND Tribunal, if parents disagree with the decisions of South Gloucestershire Council. Parents also have a right to request a personal budget.

11. The arrangements for the transfer of young people who receive support as a result of an LDA

The vast majority of LDAs have now been converted to EHC plans; only 11 remain and will be converted by December 2016.

If a young person who does not have an LDA or Statement of SEN feels they require additional support at college they should discuss this with the learning support team at the college. A young person can choose to make a joint application with the support of the college or the young person can self refer. For both routes this is achieved by completing a request for help form from the Access and Response Team (ART) – see link below where you can download the form and send to the ART team. You need to provide consent to share information, this form is also accessed via the link below.

<http://www.southglos.gov.uk/health-and-social-care/care-and-support-children-families/access-response-team-art/>

If you do not have internet access phone the Access and Response team on: 01454 866000.

12. Sources of impartial SEN information and advice

As a parent or young person:

South Gloucestershire Council has placed all SEN information into one place for all parents, professionals and young people to access. All information is available online on the Council's Local Offer, which can be found at <http://www.southglos.gov.uk/local-offer/>

This will list all independent support groups as well as information regarding mediation services available for dispute resolution. As well as this, the Government have many published information guides available at <https://www.gov.uk/children-with-special-educational-needs/overview>

Parents/carers and young people can seek independent information advice and support from Supportive Parents, your local SENDIAS service. You are able to contact them on 01179897725 during term time, between 10am and 2pm on Mondays, Wednesdays and Fridays, leaving a message at all other times. You can also contact them by email on support@supportiveparents.org.uk, or by using the contact form on their website: <http://www.supportiveparents.org.uk/contact>.

As a school:

South Gloucestershire Council has increased the number of Assessment Coordinators to support in delivering the Transition Plan. There are now eight Assessment Coordinators to support this work. You are encouraged to contact your named link Assessment Coordinator if you have any queries.

Additional contact details

If parents and young people have queries about the transition to the new system or if their child has not been transferred in accordance with the local Transition Plan please contact Business Support on **01454 866259**.

Your call will be passed to an Assessment Coordinator in the 0-25 Team who works with schools in the area where you live.