

## Local SEND Transition Plan September 2017– April 2018

### **1. What is the purpose of this Local Transition Plan?**

To explain the process by which the remaining Statements of SEN will be converted to an Education Health Care plan (EHCP) where it is deemed appropriate that an EHCP is required.

### **2. What is the 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 information**

The first Local Transition Plan for South Gloucestershire was put in place in 2014 and reviewed in 2016. It is now time to complete the final review of the Transition Plan for the period up to April 2018. In line with DfE guidance, 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. This will be completed by 1<sup>st</sup> of April 2018.

The Local Transition Plan provides a timetable for activity.

Until 1<sup>st</sup> April 2018, the 1996 SEN Framework will continue to have effect in relation to children and young people with Statements of SEN. The local authority will now not review any Statements of SEN as a Transfer Review will be implemented instead to produce an Education Health and Care Plan. 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. Who have we consulted with 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 Forum and a selection of headteachers and SENCOs from primary, secondary and special schools.

## 5. How many children and young people still have a Statement of SEN (21<sup>st</sup> August 2017)?

South Gloucestershire currently has 1692 (as of 21st August 2017) children/young people with a current Statement of Special Educational Needs or EHCP - 3.2%<sup>1</sup> of the school population. There are 424<sup>2</sup> children and young people who still have a Statement of SEN.

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

To ensure that all Statements of SEN move to the new SEN system of EHC plans we will target certain year groups for specific months in the autumn of 2017.

Schools will be 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 and family.

Table 1.

Yr. Gr	School	Suggested Time for school to complete Transfer Review
Yr.2	Infant Schools	Sept to Oct 2017
Yr. 2	Primary Schools (inc Special)	Sept to Oct 2017
Yr. 5	Primary Schools	Sept to Dec 2017
Yr.6	Primary Schools (inc Special)	Sept to Oct 2017
Yr.9	Secondary Schools (inc Special)	Nov to Jan 2017
Yr. 11	Secondary Schools (inc Special)	Oct to Nov 2017
Yr.13 &14	Special Schools	Sept to Oct 2017

The Transfer Review will replace the annual review. In September to October 2017, Yr. 2 and Yr. 6 (11 year olds) will be prioritised so that EHC plans can be issued by 15<sup>th</sup> February 2018. It is also noted that all other EHC plans must be completed by March 31<sup>st</sup> 2018.

## 7. How many Statements will require a Transfer Review and an EHC plan where required

Table 2

Year Group	No of Statements	Schools will call the Transfer Reviews during the Autumn Term 2017
R	0	
1	0	
2	6	Sept to Oct 2017
3	25	Nov to Dec 2017
4	17	Nov to Dec 2017
5	67	Nov to Dec 2017
6	62	Sept to Oct 2017

<sup>1</sup> Based on the SEN2 data return 2017

<sup>2</sup> Based on August 2017 data

Year Group	No of Statements	Schools will call the Transfer Reviews during the Autumn Term 2017
7	4	Nov to Dec 2017
8	2	Nov to Dec 2017
9	87	Nov – Dec 2017
10	29	Nov – Dec 2017
11	18	Sept – Oct 2017

Year Group	No of Statements	Schools will call the Transfer Reviews during the Autumn Term 2017
12	11	Sept – Dec 2017
13	8	Sept – Oct 2017
14	16	Sept – Oct 2017
15+	72	Sept – Dec 2017

## **8. How will parents/carers of children with SEN be made aware of the arrangements for the transfer of a Statement of SEN?**

Schools will be made aware that they need to arrange a Transfer Review in September 2017.

All parents and carers of children and young people with a child who has a Statement of SEN 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. What are the 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 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 aged under 19 in youth custody with a Statement of SEN will be transferred to the new system, and an EHC plan will be put in place so that they are 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.

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. A full reassessment of SEN can also be requested. A parent or young person can discuss this request with their school or the Assessment Coordinator linked to the school. Please contact the team on 01454 836259.

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 Council:

- 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.

## **10. What is the process for reviewing children who already have an EHC plan?**

Each child with an EHC plan will have an annual review completed by the school. The school will provide parents and young people with at least two weeks' notice of the annual review.

Certain year groups will be prioritised at the start of the academic year; these year groups are ones where the pupil may be moving schools, for example in Yr. 2 (aged 7) between infant and junior or Yr. 6 (aged 11) from primary to secondary and Yr. 11 (aged 16) from secondary to post 16 provision (including college).

Table 3

Year Group	Annual Reviews of the EHC plans
2	Sept to Dec 2017
6	Sept to Dec 2017
11	Sept to Dec 2017

All annual reviews for all other year groups will be completed during the academic year (September 2017 – July 2018).

## 11. 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](mailto:support@supportiveparents.org.uk), or by using the contact form on their website: <http://www.supportiveparents.org.uk/contact>.

As a school:

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.