

Transfer Review Guidance for Schools and Settings.

The Department of Education in September 2015 advised all Local Authorities that:

*“By 1 April 2018, local authorities **must** have transferred all children and young people with statements of SEN to the new SEN and disability system who meet the criteria for an EHC plan”.*

This guidance detailed that: *“the maximum time for a local authority to conclude a Transfer Review to consider replacing a statement of SEN with an Education, Health and Care (EHC) plan has been extended from 14 weeks to 18, to follow on from an unchanged notice period of at least two weeks”.* So Week 1 of the 18-week process is the week in which the transfer review meeting is held.

The Transfer Review Meeting will not review the Statement of SEN as such (this cannot be done as part of the Transfer Review process) but it will use the information contained within the statement to help to inform what, if any, further information is required to progress the Transfer Review process.

The following outlines the key steps and actions:

Step 1	When	By Whom	Actions
Identify the children/young people with a Statement of SEN in Year Groups 6, 11 & 13	Autumn Term 2016	SEN Transfer Review Team	1.1 Write to the parents/carers informing them of the Local Authority's intent to commence a Transfer Review and that the school/setting will be make the arrangements for the Transfer Review meeting. (Copy of letter to be sent to School/Setting)
			1.2 Seek permission* from the parents/carers for the Transfer Review process to commence.
			1.3 Seek for parents to complete Health Questionnaire (see attached).
			1.4 Seek for parents to complete “Who is involved with your child” Questionnaire (see attached)

**This will be implied consent, so unless the parents/carers inform you or the LA otherwise, the Transfer Review process will proceed.*

Step 2	When	By Whom	Actions
Prioritise the children/young people with a Statement of SEN in Year Groups: 6, 11 & 13	Autumn Term 2016	SENCo/ Setting's Lead for SEN	2.1 Liaise with the link SEN Transfer Review Team Keyworker to agree dates for the Transfer Review meetings for the prioritised children/young people in the identified year group to take place during the Autumn Term 2016.
			2.2 Ensure that parental permission has been gained for the Transfer Review to commence. When it has, confirm the date of the Transfer Review Meeting*
			2.3 Invite relevant professionals to the Transfer Review Meeting. N.B If Social Care are involved with the child/young person, a representative from the service must be invited and will be in attendance at the review meeting.

**Please allow a minimum of 1.5 hours for the review meeting.*

Step 3 Week 1 to 3	When	By Whom	Actions
Hold Transfer Review Meeting	Autumn Term 2016	SENCo/ Setting's Lead for SEN	3.1 Hold and chair the Transfer Review Meeting with parents/carers and relevant professionals.
			3.2 Review documentation held on the child/young person.
			3.3 Complete the review documentation (attached)
			3.4 Liaise with child/young person and their parents/carers as needed to gain their views
			3.5 Submit the completed review documentation to Local Authority within 2 weeks of review date.*

**It is essential that this documentation is submitted within this timeframe to ensure adherence to the statutory timescales.*

Step 4 Week 4 – 12	When	By Whom	Actions
Development of draft EHCP	Autumn Term 2016/Spring Term 2017	SEN Transfer Review Keyworker	4.1 Gather updated advice from relevant professionals (if applicable).
			4.2 Develop Working Document EHCP from information gathered and share with parents/carers and school/setting
			4.3 Ensure parents/carers and school/setting <ul style="list-style-type: none"> - Meet to discuss content of Working Document EHCP* - Amend as needed - Return the amended Working Document EHCP to the SEN Transfer Review Keyworker
			4.4 Review amendments and develop Draft EHCP
			4.5 Present Draft EHCP to LA Panel
			4.6 If LA agrees an EHCP is required, consult with parental preferred school/setting, if applicable.

** The Working Document EHCP will be sent electronically to Parents/Carers and School/Setting. If all in agreement with the content, a meeting is not required to be held. An SEN keyworker will attend a Working Draft Plan Meeting only in exceptional circumstances.*

Step 5 Week 13 – 18	When	By Whom	Actions
Finalise EHCP	Spring Term 2017	SEN Transfer Review Keyworker	5.1 Work with parents/carers and schools/settings to resolve any difficulties regarding future placement.
			5.2 Finalise EHCP and issue to parents/carers and school/setting.*

**Any transitional arrangements between settings will be actioned through the normal procedures.*