

## Guidance with regard to attendance at Transfer Review Meetings of SEN Keyworkers and Educational Psychologists

There are capacity issues for the Local Authority (LA) in attending Transfer Review Meetings. It is envisaged that only in exceptional circumstances will the presence of an SEN Keyworker or an Educational Psychologist be necessary.

In deciding whether to attend the following should be considered:

- Is the case historically contentious? For example, has the case previously been a matter for the tribunal? Are there current issues which indicate that the presence of the LA is necessary? A previous tribunal may not necessarily indicate that there are current difficulties, however.
- Are you aware of any disagreement between parents and professionals regarding the identification of needs and the provision to meet those needs? This may determine whether you feel your presence is required.
- Is the current school showing concern that it is unable to meet the young person's needs as currently identified?
- Schools may suggest that EP attendance is required based on the fact the last written EP advice is a number of years out of date. EPs may consider that this is not in itself sufficient reason to attend particularly if there has been no significant change in needs.
- You may wish to consider that your presence will be of more benefit at a Draft Planning meeting (if one is held)
- Is this an out of borough, residential setting? Is there Social Care involvement and what are the long term plans for the young person concerned?

SEN Keyworkers are free to discuss attendance at any meeting with their Line Manager or with the Transfer Review Manger for a final decision