

The Transition Pathway

PREPARATION AND
PLANNING STAGE

Preparation for the EHC Transfer Review Meeting – this will be held to replace the child's/young person's statutory annual review.

The Local Authority will inform schools and other institutions about the EHC Transition process and plan.
The school and institution will agree dates for the EHC transfer review meetings as early as possible and meet with the parent/carer and their child/young person in good time prior to the EHC transfer review meeting to explain the reasons and process. This will ensure an early engagement and involvement from all parties.
The school and institution will need to use a person centred approach in partnership with the child and their parent or the young person.
The SEN statement will be re-written as a EHC Plan. The school and institution will need to prepare by pre populating the EHC plan in preparation for the meeting and this should be done with the involvement of the parent/carers, young person/child and those agencies involved.
If it is considered that the statement may need to be ceased then this will need to be discussed with the parents or the young person prior to the EHC transfer review meeting and that they will be offered a support plan.

AT LEAST TWO WEEKS BEFORE
EHC TRANSFER REVIEW MEETING

At least 2 weeks before the EHC Transfer Review Meeting

Arranging the EHC Transfer Review Meeting

The child's parents or young person and representatives from the school/institution, health service, SENAR officer, social care and any others involved must be invited by the school/institution and given at least two weeks' notice of the date of the meeting.

At least 2 weeks before the EHC Transfer Review Meeting

Seeking advice and information

The school/institution must seek advice and information about the child/young person prior to the meeting from all those invited and send this to all at least two weeks before the meeting.
The pre-populated EHC plan should be circulated at least two weeks before the meeting to give all those invited an opportunity to consider the contents prior to the meeting.

EHC TRANSFER REVIEW
MEETING

EHC Transfer Review Meeting and EHC Transfer Review Report

Team around the child EHC transfer review meeting

The EHC transfer review meeting considers any further changes to the pre-populated EHC Plan. In doing this the meeting must focus on the child or young person's progress towards achieving the objectives, reach agreement on the EHC outcomes both short and long term and consider whether any changes need to be made to the child's/young person's needs or provision to be incorporated into the EHC Plan.
If a change of placement is recommended or requested by the parent or young person then the preference of school should be recorded in the EHC transfer review report and EHC Plan.
Discussions around the personal budget and/or direct payments should take place and should be recorded .
For Year 9 onwards the EHC transfer review meeting must consider what provision is required to prepare the young person for adulthood, including employment, independent living, good health and participation in society. This will need to be included within the appropriate parts of the EHC plan. At the meeting the focus is on considering the range of options and support available to them.
If it is considered that the statement may need to be ceased then the EHC transfer review meeting will focus on transferring the statement to a support plan that links with the local offer.

2 WEEKS
AFTER

EHC Transfer Review Report and EHC Plan

The school/institution must prepare and send a report (EHC Transfer Review Report) of the meeting to everyone invited within two weeks of the meeting. The EHC transfer review report must set out recommendations in relation to transferring to an EHC plan and should record any differences of views that were expressed by those attending the meeting. The EHC transfer review report together with the EHC plan and any other reports is then sent to the SENAR.

4 WEEKS AFTER
EHC TRANSFER REVIEW MEETING

Draft EHC Plan or Support Plan

Within 4 weeks of the transfer review meeting the SENAR Principal Officer must decide whether to transfer the statement to an EHC plan or cease to maintain the statement and notify the child's parent, young person and school/institution.
The SENAR Principal Officer will consider all the information in relation to the resource allocation system which includes consideration of possible transport allocation/ personal budgets. SENAR Principal Officer presents the draft EHC Plan to the EHC Panel if appropriate to agree provision, funding and placement.
If the SENAR Principal Officer decides to cease the statement then the child's parent, young person and school/institution are informed and consulted. If it is decided to proceed, then the parents/young people are given details of their right of appeal within 10 weeks of the start of the transfer review process. A copy of the support plan is attached.
If the SENAR Principal Officer decides to transfer the statement they must send to the parent or young person a copy of the existing statement with the draft EHC Plan including copies of any reports. A copy of the letter and draft EHC Plan is sent to the school and all those involved. If a change of placement is requested then this will include details of schools being consulted.
Parents or young person should be informed that they may request a meeting with the SENAR Principal Officer to discuss the draft EHC plan. Parents or young person are given 15 days to comment and make representations.

UP TO 12 WEEKS
AFTER

Draft EHC Plan is Finalised

If the EHC transfer review meeting is recommending a change of placement or the parent or young person are requesting this then the SENAR officer will consult with the governing body of the school or institution and they are given 15 days to respond.
SENAR Principal Officer must issue a final EHC Plan within 8 weeks of issuing the draft EHC Plan. (14 weeks from the start of the transfer process) This will confirm placement, provision or personal budget (if applicable). A copy of the final EHC Plan will be sent to parents, school and professionals. The SENAR Principal Officer must notify parent or young person of their right of appeal and time limits as well as the requirement to consider mediation.
The EHC plan should be reviewed at least annually.

COMPLETED WITHIN 14 WEEKS FROM THE START OF THE TRANSFER PROCESS