

Conversion Plan

A plan to transfer statements of SEN and Learning Difficulty Assessments to Education, Health and Care Plans (EHCP)

- For statements of SEN the process will be completed by April 2018.
- Where a request has been made to transfer a Learning Difficulty Assessment (LDA) to an EHCP the process will be completed in August 2016.
- There are currently approximately 350 young people with LDAs and approximately 1700 pupils with SEN statements.

Below is a draft conversion plan targeting pupils by year group:

<u>Phase</u>	<u>Your child's year group as of September 2014</u>	<u>The academic year the Transfer Review will take place</u>	<u>The academic year group your child will be in when the Transfer Review will take place</u>
Nursery	-1	2014/2015	-1
Primary	Reception	2016/2017	2
	1	2015/2016	2
	2*	2017/2018	5
	3	2016/2017	5
	4	2015/2016	5
	5	2014/2015	5
	6	2017/2018	9
Secondary	7	2016/2017	9
	8	2015/2016	9
	9	2015/2016	10
	10	2015/2016	11
	11	2014/2015	11
Post 16	12	2015/2016	13
	13	2015/2016	14
	14	2014/2015	14
	15	2014/2015	15

Where a young person is in a school with an attached Sixth Form, the Transfer Review will take place in the year they are due to move to a different setting

* We will be conducting Transfer Reviews in 2014/2015 for Year 2 pupils who are attending Infant school and transferring to Junior school in September 2015

The Government has made significant changes to the law for children and young people with special educational needs and disabilities. From 1 September 2014, local authorities are expected to transfer all children and young people's existing Statements of Special Educational Need, to [Education, Health and Care \(EHC\) plans](#).

What does this mean for your family?

If your child has a Statement of SEN the Local Authority (LA) will be undertaking a transfer review. The transfer review includes a needs assessment under section 36(3) of the Children and Families Act 2014. Please refer to our [Conversion Plan](#) to find out when your child's transfer review is likely to happen.

Step 1

- Your child's school/ setting will contact you to arrange a date and time for the Transfer Review on behalf of the LA. This will generally replace the Annual Review of the Statement of SEN.
- The transfer process should be person-centered, which means you and your child should be fully involved in all decision making and your child's school should work with you to decide which professionals will need to be involved in the assessment process; this includes identifying where new or updated advice may be needed. The school should take your views into account when considering who to invite to the review meeting and what needs to be achieved.

Step 2

- At least two weeks before the date that the review is due to take place the LA will send you a letter notifying you of the intention to conduct a review. The LA have 14 weeks to complete the process from the date of this letter.
- If you need to rearrange the date of the review please notify the school/setting as soon as you are able.
- If you feel you need additional help with this process you can contact the Independent Support Service on 01952 457176, who can provide you with advice and guidance and possibly attend meetings with you.

Step 3

- The Transfer Review should include all of the key people who are involved with your child. They may attend the review or send a report. An education officer from the LA may also attend the meeting.
- Your views and those of your child/young person will be central to the Transfer Review meeting and will influence the recommendations of the review.
- The Transfer Review should allow outcomes to be developed for inclusion in the EHC plan. Outcomes are what you hope to achieve with the support provided.

Step 4

- The school will forward all completed paperwork to the LA.
- The LA will then consider all the evidence and the recommendations made at the meeting and let you know if the Statement will be transferred to an ECH Plan within 6 weeks of the Transfer Review meeting.
- The government has made it clear that no-one should lose their Statement and not have it replaced with an EHC Plan simply because the system is changing.

Step 5

- The Assessment Officer will use all of the available advice to write a draft Plan. Further advice may be sought if it is felt that there is not sufficient information to inform the plan. You will be involved in any decision to obtain further advice.
- The draft Plan and a copy of all advice used to inform the plan will be sent to you by week 10 so that you can comment on the content. You will be invited to meet with the Assessment Officer to discuss the Plan.
- The draft Plan will also be sent to the school as well as any professionals who have contributed to the Plan.

Step 6

- When you are happy with the content of the Plan it will be issued as a final . This should be no later than 14 weeks from the date of the initial notification from the LA .
- The Statement of SEN will cease from the date that the final EHC Plan is issued.