

Transition Plan for New SEND Reforms 2014 – 2015:

August 2014

About this guidance:

This guidance is from CYC SEN team and has been produced to give an overview of how the SEND reforms will be implemented in York.

Expiry or review date:

This guidance will be kept under review and updated when necessary.

Which legislation does this guidance refer to?

- Special educational needs and disability code of practice: 0 to 25 years (July 2014, DfE & DoH)

Who is this guidance for?

This guidance is for;

- Local authority (children's services, social care and adult social care)
- Health partners
- Educational Settings
- Parents and Young People

Key Points:

1. Consultation: How the local authority have consulted with young people and parents in preparing this guidance.
2. Number of children and young people with Statements and LDA's expected to be transferred: an overview of the next 4 years showing the numbers each term for transfer.
3. Order in which children and young people with statements will be transferred to the new system: an overview of the next 4 years showing when each year group will be transferred from a statement to an EHCP.
4. How and when parents and young people and educational institutions will be made aware of the arrangements for transfer:
5. Details of the transfer review process: from 2014 to 2018
6. The arrangement for the transfer of young people who receive support as a result of a LDA:
7. Non-Statutory Education, Health and Care Plans issued before 1st September 2014:
8. Sources of independent SEN information and advice: The Local Offer and SENDIASS
9. Who parents and young people can contact if they have queries about transition to the new system or if they have not been transferred to the new system in accordance with the transition plan:

1. Consultation:

During the development of the transition plan and a number of groups of young people have been consulted about what the changes will mean for them and how they feel about this. Groups visited include Choose 2 Youth Club, Future Links Advisory Group and Moving in Adulthood Group.



Making Decisions



- **How do you want to be involved in decisions about your plan, your support, what you want to do next? What would you like your review meeting to look like? Who would you like to be there?**
 - *My last annual review was a bit worrying, I thought something bad was going to be said. It was actually enlightening. We talked about stuff that was happening and how we can improve what we do.*
 - *Some of my annual reviews were quite good and very positive; we talked about what will help and the future.*
 - *I want to be at my meeting so I can have my say about what I want to happen.*
 - *My annual review was great. I talked about my future.*
 - *My annual review was good; I did a PowerPoint to tell people what I want.*
 - *I would like to have my friends at my review so we can make plans for how we can do things together in the future*
 - *Annual Review meetings are the most boring thing in the whole world and I'd rather not have a meeting at all. If i have to have a meeting it should be as short as possible.*
 - *I want to write my contribution before the meeting and have it read out when I'm not there. I wouldn't want to offend my teachers and I might say something that did and I wouldn't want to be there when I did that.*
 - *I only want people at my meeting that I know and know me and what I want and need. Some professionals like to tell me what I need when they don't even know me and that makes me cross.*
- **Do you think its right that the young person has the final say in their support? What worries might a young person have about having the final say?**
 - *I would like to write my views down separately to my parents so I can say what I want.*



- It takes me a long time to think about the last year and what I want. I need a lot of thinking time.
- It's a bit scary making decisions without your mum and dad, you might make a decision that they don't want and then they might be cross with you. This would stress me out.
- I want to make decisions with people to help me, my mum, teachers and careers advisors.
- My tutor, my mum and me should make decisions.
- Yes I made my decision about the future. If you know what you want to do, its fine, if not then its a bit tricky.
- I am worried that there are too many choices.
- I would be worried that I would worry my parents.
- I think young people would be ok making decisions.
- I think my Mum should have the final decision, I want her to decide.



● **What information and support would you need if you wanted to make your own decisions without your parents?**

- I could talk to someone at school.
- Someone to chat about what you are going to do to help find the most suitable place for you, such as Mum, Dad, teacher.
- My Mum, and dad and my tutors would help me.



2. Number of child or young person with Statements and LDAs expected to be transferred:

Highlighted sections indicated the expected Year of transfer as set out in the transition guidance (August 2014)

Sep 1 st 2014 Yr Grp	DOB	Aut 2014	Spr 2015	Sum 2015	Aut 2015	Spr 2016	Sum 2016	Aut 2016	Spr 2017	Sum 2017	Aut 2017	Spr 2018
N1	11/12	3										
N2	10/11	1	1									
R	09/10	9 + 3	8									
Yr1	08/09			8 + 3	11							
Yr2	07/08	2		1		7	12					
Yr3	06/07			4		7			19			
Yr4	05/06		9	2				20				
Yr5	04/05	1		1	24 + 2							
Yr6	03/04	17 + 7 + 2										
Yr7	02/03		9						31			
Yr8	01/02	3	2 + 6	3			32					
Yr9	00/01	1	9	9				40				
Yr10	99/00	1 + 1	14 + 3	3	26							
Yr11	98/99	39 + 6 + 1	7									
Yr12	97/98	7 + 17	4	1								
Yr13	96/97	5 + 11	2	2								
Yr14	95/96	11	1									
Total		148	75	37	63	14	44	60	50			

All numbers written in red indicate non-statutory EHCP

All numbers written in blue indicate transfers to be completed by Applefields / HMO

All numbers written in black indicate transfers to be completed by mainstream school

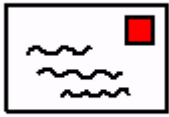
Total of 491 (including 60 non-statutory EHCP's)

On top of this in the first 2 years there are a potential 127 LDA transfers to EHCP

3. Order in which child or young person with statements will be transferred to the new system:

Year group in 2014/2015	Year of birth	Proposed Term of Transfer from statement to EHCP (number of children and young people)	Proposed Term of Transfer from statement to EHCP in Special School (number of children and young people)	Proposed Term of Transfer from non statutory EHCP to EHCP (number of children and young people)
N1	2011/2012	Autumn 2016		Summer 2015 (2)
N2	2010/2011	Autumn 2015		Spring/Summer 2015 (5)
R	2009/2010	Spring 2015	Summer 2015 (9)	Spring 2015 (16)
Yr1	2008/2009	Autumn 2015	Spring 2016 (10)	Spring/Summer 2015 (3)
Yr2	2007/2008	Autumn 2014 or Spring 2016	Summer 2016 (12)	Summer 2015 (1)
Yr3	2006/2007	Spring/Summer 2016	Autumn 2016 (7)	Summer 2015 (5)
Yr4	2005/2006	Autumn 2016	Autumn 2016 (9)	Summer 2015 (3)
Yr5	2004/2005	Autumn 2015	Autumn 2015 (2)	Autumn 2014 Summer 2015 (2)
Yr6	2003/2004	Autumn 2014	Autumn 2014 (7)	Autumn 2014 (4)
Yr7	2002/2003	Spring/Summer 2017	Spring/Summer 2015 (9)	Summer 2015 (2)
Yr8	2001/2002	Spring/Summer 2016	Spring 2015 (11)	Summer 2015 (13)
Yr9	2000/2001	Autumn 2016	Spring/Summer 2015 (10)	Summer 2015 (3)
Yr10	1999/2000	Autumn 2015	Spring/Summer 2015 (17)	Spring/Summer 2015 (6)
Yr11	1998/1999	Autumn 2014	Autumn 2014 Spring 2015 (22)	
Yr12	1997/1998	Autumn 2014	Autumn 2014 Spring 2015 (22)	Spring/Summer 2015 (4)
Yr13	1996/1997	Autumn 2014	Autumn 2014 Spring 2015 (17)	
Yr14	1995/1996	Autumn 2014	Autumn 2014 (17)	

4. How and when parents and young people and educational institutions will be made aware of the arrangements for transfer:



letter

A letter will be sent out to parents and young people and the headteacher of the school attended by the child or young person at the beginning of September 2014. This will state which term the child or young person's transfer review should be held in.

5. Details of the transfer review process:

Each child or young person transferring from a Statement of SEN to an Education, Health and Care Plan must go through a 'transfer review'. At this meeting outcomes will be agreed and provision to meet those outcomes planned.

Until the 'transfer review' has been completed the statement of SEN will be maintained including any provision set out in the statement.



The Education, Health and Care Plan must be finalised within 14 weeks of the start of the transfer review.

bullet points



The Education, Health and Care needs assessment will start with gathering advice from everyone who works with the child or young person. The SENCO or lead practitioner in a post-maintained setting should

- look at what advice/ assessment is already held for the young person. If this advice was written within the last 9 months, then it will not need to be updated. This should still check that the author of the advice is happy with this information being used.
- consult with the child's family or the young person to see if they are happy with that information is sufficient for the purpose of the Education, Health and Care needs assessment.



A transfer review meeting will be held to pull together all of the information and agree the outcomes and provision for the child or young person. To minimise disruption for the child, young person and family the transfer review meeting should take place instead of the annual review meeting.



During the transfer, review parents and young people should be offered the option of having a personal budget for aspects of the provision. Further information is provided in the personal budget guidance and the local authority should be alerted if this is required.



write

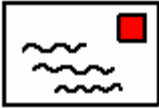

The SENCO or lead practitioner in a post-maintained setting will then write the draft Education, Health and Care plan based upon the evidence provided and information gathered at the transfer review meeting. Guidance and training will be provided for SENCO's and lead practitioner in a post-maintained setting to write the draft Education, Health and Care plan.



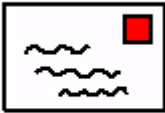


The draft Education, Health and Care Plan will then be sent to the Local Authority for quality assurance. The plan will be discussed at the Education, Health and Care Panel, where the decision will be made whether the child or young person needs an Education, Health and Care Plan or not.





If the Local Authority decides not to transfer the statement to an Education, Health and Care plan, they must notify the child's parent or young person within 10 weeks of the start of the transfer review. The statement will cease and the needs of the child or young person will be recorded and reviewed through the 'My Support Planning' process. The statement will cease after the end of the period that an appeal with the Tribunal can be registered, within 2 months of the final decision from the Local Authority.

	<p>The parents and young people will be sent a final draft of the Education, Health and Care Plan for their approval. They will be given 15 calendar days to respond.</p>
	<p>If the panel decide the statement should be transferred to an Education, Health and Care plan, the final plan will be sent to the young person or parent, and educational setting.</p>

6. The arrangement for the transfer of young people who receive support as a result of a LDA:

 <p>letter</p>	<p>A letter will be sent out to all young people with an LDA at the beginning of November 2014. This will outline the process of applying for an Education, Health and Care needs assessment.</p>
	<p>Each request for an Education, Health and Care Plan will be treated as a new entrant and where necessary, a full assessment will be carried out before the Education, Health and Care Plan is drawn up.</p>
	<p>From the date the Local Authority receive the application for an Education, Health and Care needs assessment they have 6 weeks to decide whether it is necessary to carry out the assessment. If they decide to complete the Education, Health and Care needs assessment then it must be completed within 20 weeks. For information about this process please see Guidance on requesting an Education, Health and Care needs assessment.</p>

7. Non-Statutory Education, Health and Care Plans issued before 1st September 2014

	<p>If the child or young person also has a statement of SEN then Local Authorities should transfer these children and young people to a statutory Education, Health and Care Plan in 2014/2015. This will be done through a transfer review as detailed earlier.</p>
	<p>If the child or young person does not have a statement of SEN then Local Authorities will contact parents or young people before the 1st September 2014 to inform them that they will be transferred to a statutory Education, Health and Care Plan by their next annual review. Provision set out in the non-statutory Education, Health and Care Plan will continue to be made until they are transferred.</p>

Sources of independent SEN information and advice:

The Local Offer for York - <http://www.yor-ok.org.uk/families>

The Local Offer is part of the YorOK website, which is ran by the 'Family Information Service'. The website sets out provision that is expected to be available to children and young people who have SEN or are disabled, in York. Information available on the Local Offer includes;

- Special educational, health and social care provision for children and young people with SEN or disabilities.
- Details of how parents and young people can request an assessment for an Education, Health and Care Plan.
- Post-16 education and training provision.
- Information about provision to assist in preparing young people for adulthood.
- Arrangements for travel to and from schools, post-16 institutions and early years providers.
- Support to help children and young people move between phases of education.
- Childcare including suitable provision for disabled children and those with SEN
- Leisure activities



The screenshot shows the YorOK website interface. At the top, there is a navigation bar with tabs for 'Young People', 'Families', and 'Workforce'. A search bar is located below the navigation. A banner for 'Family Information Service' (YorK FIS) is prominent, featuring the text 'I need somebody to speak to' and contact information: 'If you'd prefer to speak to somebody about disability options, you can phone Family Information Service on 01904 554444. We're open 8:30am - 5:00pm, Monday - Friday.' Below the banner are four categories of services: 'Before school (0-5)', 'Starting primary school (5-11)', 'Starting secondary school (11+)', and 'Growing up and leaving school options (16+)'. Each category has a corresponding image of children.

- Arrangements for resolving disagreements and for mediation, and details about making complaints
- Information about provision made by health professionals and social care services.

York SEND Information, Advise and Support Services (York SENDIASS)

Formally Parent Partnership

York SENDIASS and Core Assets have been commissioned by the Department of Education to support parents and young people through the recent education reforms; particularly in relation to those transitioning from Statements of SEN to Education, Health and Care Plans and to support those newly entering the SEN assessment process.

York SENDIASS, in partnership with Core Assets will provide Independent Supporters to as many families as possible who request it. Not all parents and young people will need help. An Independent Supporter (IS) will provide accurate and informative time limited help and advice to any family or young person going through a statutory Education Health and Care needs assessment and will offer support during the process of developing an Education Health and Care plan. Although the level and nature of support will be tailored to meet the particular needs of a family. At its heart, Independent Support is intended to build family resilience and not encourage dependency. The important thing is that the support is properly targeted so that the families that most need this kind of support receive it.

York SENDIASS helpline numbers are: **01904 555698, 01904 554319 and 01904 554312.**

8. Who parents and young people can contact if they have queries about transition to the new system or if they have not been transferred to the new system in accordance with the transition plan:

Parents and Young People should initially speak to the Headteacher, Principal, SENCo or lead practitioner for young people who are maintained setting from the educational setting they are currently in. If they are still concerned about the process of transfer to the new system then parents and young people should speak to York SENDIASS, phone numbers listed above.