**Special Educational Needs and Disability Reforms**

**SEND Update 3 - September 2014**

- **What is in this SEND Update?**
  - Key documents [p1](#)
  - Conversion of Statements of SEN to EHC plans [p2](#)
  - Supporting pupils who have SEN but not an EHC plan [P5](#)
  - Training, networks and briefings relating to the SEND reforms [P8](#)

- All SEND Updates can be found on:
  - School Messenger
  - The Cornwall Family Information Services (FIS) website: [http://cornwall.childrensservicedirectory.org.uk](http://cornwall.childrensservicedirectory.org.uk)

- **Where can key documents be found?**

The final SEND Code of Practice is at:


Laid before Parliament on 11 June 2014 and approved by both Houses on 29 July 2014 it came into force on 1 September 2014.

The Department for Education (DfE) have published guides to the SEND Code of Practice. They can be accessed by following these links:

- **Guide for parents and carers**

- **Guide for young people**

- **Guide for schools**

- **Guide for early years partners**

- **Guide for post 16 educational settings**
When and how will Statements of SEN be converted into Education, Health and Care (EHC) Plans?
The transfer of Statements of SEN to EHC plans will take place over a period of three years. The conversion will take place via the annual review. The DfE refers to the annual review when the transfer takes place as the ‘transfer review’ and the annual review meeting as the ‘transfer review meeting’. The LA will also refer to this annual review as the ‘transfer review’.

When?
The timetable showing when statements will be converted to EHC plans can be found on page 2 of July’s SEND Update:

It is essential that the transfer reviews of years 6 and 11 (and years 12, 13 and 14 if moving on to college) take place in the autumn term 2014. Jean Murray, senior manager Assessment and Provision Team, has written to all headteachers explaining this.

How?
Primary SENCOs can request support from the Early Support Team and Careers South West will be working with secondary SENCOs. A breakdown of the transfer processes is on pages 3 and 4. Please see School Messenger on the 15th September for more detail and links to templates etc.

Who will be available to support and advocate for parent/carers and children/young people?
SENCOs will be expected to signpost young people, parents and carers to independent support services. The DfE have provided funding for ‘Independent Supporters’. This funding will be available until March 2016.

What is the role of the Independent Supporter?
Independent Supporters:
- are individuals who are recruited, trained and managed by the private, voluntary and community sector,
- provide information, advice and support for children/young people with SEND and their parents/carers,
- support families through the statutory assessment and Education, Health and Care Plan (EHCP) processes including the transfer of statements of SEN to EHCPs.

In Cornwall Independent Supporters are being managed by ‘Disability Cornwall’. Parents can get more information from their web site www.disabilitycornwall.co.uk or contact them by ringing 01736 751921 or emailing PPS@disabilitycornwall.org.ukwww.disabilitycornwall.co.uk

In addition to this there are other support agencies available in Cornwall, for example:
- SENDIASS (formally Parent Partnership)
  PPS@disabilityconrwall.org.ukwww.disabilitycornwall.co.uk
  01736 751921
- Parent Carer Council Cornwall
  http://www.parentcarercouncilcornwall.org.uk
  07973 763332
- Cornwall Advocacy Service (for young people 11+)
  enquiries@cornwalladvocacy.org.uk
  01872 242478
Conversion of Statements to EHC plans in Primary School (year 6 autumn term)

September 2014

- Headteacher/SENCO will send transfer review (annual review) meeting dates to the Assessment and Provision Team and to Kelly Rowland of Early Support (ES) (krowland@cornwall.gov.uk). They will do this as soon as possible and no later than September 30th.
- The Assessment and Provision Team will write to the parents/carers to confirm the dates and the purpose of the meeting (on receipt of the ‘transfer review’ dates). The SENCO will also invite them to the meeting.
- The SENCO will invite professionals to the ‘transfer review’ meeting and will request a written report that will inform the EHC plan. They will ensure contributions from health and social care.
- An Early Support worker will contact the SENCO to check if they would like support in completing the ‘transfer review EHC template’ prior to the ‘transfer review’ meeting.
- The SENCO shares an ‘All About Me and my Family’ (0-7 years) or ‘All About Me’ (8-11 years) template with the parent/carers along with the contact details of Independent Supporters.

1 month before ‘transfer review’ meeting

‘All About Me’ is completed (with the support of an Independent Supporter or other parent supporter if the family wish) and returned to school.

The SENCO:
- collates and reviews the most up-to-date reports from professionals.
- puts information about the pupil’s needs, desired outcomes and required provision into the ‘transfer review EHC template’, using the statement objectives as a starting point and adding outcomes from Early Support Plans etc.
- sends a report template to professionals who cannot attend the meeting. The template is returned to the SENCO before meeting.

Once received and completed the SENCO sends All About Me and ‘transfer review EHC template’ to all invited to the annual review.

‘Transfer review’ meeting

- Allow at least 90 minutes.
- The statement objectives are reviewed.
- Parents/carers/child/young people talk through All About Me.
- The draft ‘transfer review EHC template’ is shared and modified.

The SENCO forwards the ‘All About Me’ document ‘transfer review EHC template’ and supporting reports to the Assessment & Provision Team who then write and quality assure the EHC plan.

If no new funding implication
Assessment and Placement Team send final copy to family, setting/school and professionals involved.

If potential new funding implication
Resource Panel.

The EHC plan is used in the ‘plan, do, review’ cycle as a ‘living’ document until the next annual review.
Conversion of Statements to EHC plans in Secondary Sch. (year 11 autumn term)

September 2014

- Headteacher/SENCO will send ‘transfer review’ meeting dates to the Assessment and Provision team. They will do this as soon as possible and no later than the 30th September.

- The LA Assessment and Provision Team will write to the young people/parents/carers to confirm the dates and the purpose of the meeting (on receipt of the transfer/annual dates). The SENCO will also invite them to the meeting.

- The school based Careers South West Personal Advisers (CPA) will liaise with the SENCO re dates of reviews etc.

- The CPA will complete ‘My Hopes Dreams and Aspirations’ with the young person and their family. They will discuss support that the young person has received and what strategies have worked to support the young person’s learning.

- The SENCO will invite professionals to the meeting and will request a written report that will inform the EHC plan (ensuring contributions from health and social care)

1 month (+) before ‘transfer review’ meeting

- ‘My Hopes Dreams and Aspirations’ is written by the young person and their family supported by their CPA. This is sent by the SENCO to all who are invited to the annual review.
- The SENCO reviews and collates the written reports from involved professionals (ensuring that there is one from health and social care).
- The SENCO forwards My Hopes Dreams and Aspirations and collated reports to all those invited to the ‘transfer review’ meeting.

‘Transfer review’ meeting

- Allow at least 90 minutes
- The statement objectives are reviewed and used as a basis for the outcomes written in the ‘transfer review EHC template’.
- The young person (supported by CPA, parent/carers or advocate if needed) presents their ‘My Hopes Dreams and Aspirations’ document.
- The CPA supports the SENCO in collating information and filling in the ‘transfer review EHC template’. This is based on the outcomes from other plans e.g. Early Support Plans, new outcomes and the statement objectives.

The SENCO forwards the ‘My Hopes Dreams and Aspirations’ document ‘transfer review EHC template’ and supporting reports to the Assessment & Provision Team who then write and quality assure the EHC plan.

If no new funding implication

The Assessment and Provision team send final copy of the EHC plan to the young person, their parents/carers, school/college and professionals involved.

If potential new funding implication

Resource Panel

The EHC plan is used in the ‘plan, do, review’ cycle as a living document until the next annual review.
How will schools support pupils with SEN who do not have an EHC plan?

All children and young people must have access to high quality teaching that focusses on inclusive practice and breaks down barriers to learning. For the majority of children and young people this can be achieved through personalisation and differentiation but individuals with SEND may need provision that is additional to, and different from, their peers.

The Children and Families Act 2014 and the supporting SEND Code of Practice make it very clear that early years settings, schools and colleges have to meet the needs of all children and young people with SEND including those who do not have an EHC plan.

They are expected to publish what they provide for all children and young people with SEND as part of Cornwall’s Local Offer http://cornwall.childrensservicedirectory.org.uk

The approach to meeting the needs of children with SEND will continue to be graduated. (see p100 SEND Code of Practice)

The Graduated Approach

- When a pupil is identified as having SEN the school must take immediate action. They must put effective SEN provision in place and ensure that all barriers to learning are removed.

- As soon as a pupil is identified as having SEN parents/carers must be informed. The school must then work in partnership with them; listening to their views and proactively involving them in decision making and planning.

- Children and young people will no longer be described as being at School Action and School Action plus but as having SEN support.

- SEN provision will be reviewed at least termly and all reviews must involve the child/young people and their parent/carers.

- It may be decided that advice from a specialist professional is required in order to meet the needs of a child or young person. Information regarding the external support available will be published as part of the Local Offer.

- SEN support and provision will be informed by the ‘asses, plan, do, review’ cycle. See p100 SEND Code of Practice.
What happens at each phase of the ‘assess, plan, do, review’ cycle?

Assess

A clear analysis is made of the pupil’s needs. This analysis should be based on:

- the views of the pupil
- the views of their parents/carers
- teacher assessment and observations
- the pupil’s current attainment
- the pupil’s previous progress and attainment
- comparison to their peers and national data
- assessments by, and the views of, external services if appropriate

Plan

In light of the above assessment, the teacher and SENCO, in consultation with the parent/carers and pupil, agree on a plan of action. This plan of action will include:

- time limited outcomes for the pupil
- the adjustments, support and interventions to be put in place
- a date for review

All planning must be pupil centred and outcomes focussed and recorded on the schools information system. (see training opportunity on page ? re person centred planning)

Do

All the pupil’s teachers and support staff are made aware of the plan and implement the adjustments, support and interventions. Teachers are responsible for:

- differentiating and personalising the curriculum
- the delivery of ‘additional and different’ provision that is made for a pupil with SEN
- the planning, support and impact measuring of all group and one-to-one interventions delivered by support staff
- linking interventions to classroom teaching.

The SENCO will support teachers in the effective implementation of provision.

Review

The quality, effectiveness and impact of the SEN support are evaluated in line with the review date.

The above evaluation is shared with the parents and pupils and their views are sought.

The cycle then starts again by reassessing the needs of the pupil before planning a continuation of, or change to, the SEN support.
Development Opportunity

Over the coming months the LA will be working with school representatives, and other stakeholders, to confirm what SEN provision is expected to be available in Cornish schools for:

- children and young people with EHCPs and
- children and young people with SEN support

The LA will then write guidance informed by this work.

If you are an experienced SENCO and would be interested in finding out more about the above opportunity please contact Sandra Page for more information spage@cornwall.gov.uk

How can I find out more about SEND Reforms in Cornwall?

- Update no. 4 will be published on October 6th 2014
- If you have any questions before then please contact Sandra Page at spage@cornwall.gov.uk
- If you haven’t already attended a SEND reform event in June or July, attend one of the two taking place in September or October, see p6 for details.
- If you are a SENCO attend the SENCO network meetings taking place later this term.
Training, networks and briefings

Due to summer term sessions being oversubscribed we are pleased to offer two additional

Special Educational Needs and Disability in Cornwall 2014 and beyond - national and local dimensions

Target audience - parent/carers, young people, EY settings, schools, colleges, LA services, health services and the community and voluntary sector who did not attend a briefing session in summer 2014. There is no charge for these sessions.

30th September 10.00 for 10.30 am – 2.00 pm
Heartlands Dudnance Lane, Pool TR15 3QY

14th October 10.00 for 10.30 am – 2.00 pm
Lanhydrock Golf Club, Lostwithiel Rd, Bodmin PL30 5AQ

These events provide an opportunity to explore:
- Education Health and Care Plans (EHCP) - what they are and who they are for.
- Personal Budgets - what they are and the next steps
- The Local Offer

Places can be booked for these events by emailing SENreform@cornwall.gov.uk

SENCO Networks

SENCO Network meetings 14-15 will be informed by surveys completed in the summer.

There will be two meetings this term, the first will include:
- Working in partnership with parents and carers
- Explaining the SEND reforms to parents and carers
- SEN finance, the sequel!

Dates and venues will be published on School Messenger.

SENCO network meetings are free and open to all Cornish schools.

Could you help by providing a venue for the SENCO networks?
Events are well attended venues needs to accommodate more than 40 people.
It will reduce your own need to travel 😊

For any questions or if you can provide a venue email SENreform@cornwall.gov.uk
FREE TRAINING OPPORTUNITY

How Early Support Principles underpin the EHC plan processes

This one day training course 9.30am – 4.30pm supports SENCOs in successfully implementing the SEND Code of Practice.

Early Support training is to be delivered across Cornwall between late October 2014 and July 2015. The training is co-delivered with parents and will focus on:

- A parent’s perspective
- The Early Support principles and how these inform the EHC plan process
- Person centred planning
- Key working functions
- Implementing effective partnership and multi-agency working
- Understanding the Team Around the Child processes
- Familiarising with Early Support resources

Please see below for the October and November dates (additional dates and will be published in future publication of the SEND Update).

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<tr>
<th>Date</th>
<th>Area</th>
<th>Venue</th>
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<tbody>
<tr>
<td>Friday 10th October</td>
<td>West</td>
<td>Helston Children’s Centre</td>
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<tr>
<td>Friday 17th October</td>
<td>Mid</td>
<td>Room 2N:03, NCH, Truro</td>
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<td>Friday 24th October</td>
<td>East</td>
<td>Liskerett Centre, Liskeard</td>
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<td>Wednesday 5th November</td>
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<td>Hayle Children’s Centre</td>
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<td>Thursday 13th November</td>
<td>Mid</td>
<td>Newquay Young People’s Centre, Mount Wise</td>
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<td>Tuesday 25th November</td>
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<td>K3 Youth Centre, Saltash</td>
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If you would like more information or would like to book a place this training please contact Kelly on 01872 322970 or email krowland@cornwall.gov.uk