

Gloucestershire's Transition Plan

**How we will consider the
transfer of Statements of
SEN and Learning Difficulty
Assessments to Education
Health and Care Plans**

Updated September 2015

Context

Due to a change in legislation, with effect from 1st September 2014, current Statements of Special Educational Needs (Statements) and Learning Difficulty Assessments (LDA's) are gradually being phased out and are being replaced, subject to a review of the child/young person's special educational needs, with an Education, Health and Care Plan (EHCP). An EHCP identifies a child/young person's special educational needs and places much more emphasis on personal goals and outcomes. It also describes the support the child/young person will receive whilst they are in education or training

The Local Authority is required to publish a Transition Plan to detail how it plans to consider the to consider the transfer of Statements of SEN and Learning Difficulty Assessments to Education Health and Care Plans in line with the new 0 – 25 special educational needs system within the required timescales. The Local Authority is required to review and update this Transition Plan at least annually and publish any changes to the plan.

When this Plan was originally developed for publication in September 2014 the Local Authority consulted with:

Parent/Carers Forums

Young People

Schools and Colleges

Health partners

Social Care partners

Gloucestershire Educational Psychology Service

Gloucestershire Advisory Teaching Service

Statements of SEN – Transfer review process to consider an EHCP

Local Authorities have from September 2014 to April 2018 to complete the process of reviewing all of their current Statements to see if they require to be replaced by an EHCP.

In September 2014, Gloucestershire Local Authority had 2442 children/young people with Statements. Gloucestershire has a transition timetable detailing when it anticipates that children/young people, within specified year groups, will have their current Statement will be

considered for a transfer to an EHCP. Please see the proposed 4 year EHCP Transformation Timetable below for more information.

Progress Report 2014/15 academic year:

1. Statements to EHCP's

At the end of the Autumn Term 2014 we revised our Transformation Timetable to take into account the views and experiences of Parent/Carers, Schools and Professionals who had been involved in the EHCP Transfer Reviews held over the first term. There was also updated guidance issued by the Government at that time which we reflected in our revised Transformation Timetable. As from January 2015 we extended the timescale in which we planned to complete the review of all Statements to see if they required a new EHCP from a completion deadline of July 2017 to April 2018 which is now in line with Government guidance.

During the 2014-15 academic year we held 799 EHCP Transfer Reviews and 791 EHCP's were issued. All of these were issued within the required 14 weeks (NB this has subsequently been increased to an 18 week process in line with Government guidelines issued in September 2015)

We plan to hold the following number of EHCP Transfer Reviews over the forthcoming academic years in line with our Transformation Timetable:

2015-16 academic year – 730 EHCP Transfer Reviews

2016-17 academic year – 562 EHCP Transfer Reviews

September 2017 – April 2018 – 384 EHCP Transfer Reviews

In Gloucestershire the process for considering if a Statement should be transferred to an EHCP is called the EHCP Transfer Review process. The test for whether or not a child/young person requires an EHCP remains the same as that for a Statement and it is expected that those children and young people who would have continued to require a Statement of SEN will have an EHCP. .

At the point when we are planning to start the EHCP Transfer Review process for an individual child/young person we will write to Parent/Carers (or the Young Person themselves if they are over the age of 16) to give at least two weeks' notice. A copy of this will be sent to the school or educational placement. A transfer review meeting will take the place of the child/young person's annual review of their Statement in the year that the transfer review takes place.

In September 2015, the Government increased the length of time a Local Authority has to complete the transfer review process for individual children and young people from a maximum of 14 weeks to a maximum of 18 weeks. Gloucestershire's EHCP Transfer Review

process has been amended to reflect this. Please see the flowchart below, which outlines the process in more detail.

At the point a Final EHCP is issued, and where there is a disagreement over the content of the Plan, there is the opportunity for Parent/Carers, or the Young Person themselves if they are over the age of 16, to engage in independent mediation and/or make a formal appeal to the Tribunals Service (Special Educational Needs and Disability).

For further advice and guidance on the EHCP Transfer Review process:

- You can contact the Education Health and Care Team for further advice if you have queries regarding the EHCP transfer process telephone 01452 425000 and ask to be put to a member of the Team or email EHCP General Enquiries on ehcpgenenq@gloucestershire.gov.uk
- Further information can also be found on the Gloucestershire County Council website <http://www.glofamiliedirectory.org.uk/kb5/gloucs/glofamiliedirectory/localoffer.page>
- You could also talk to the school/educational placement if that is more convenient for you.
- If you prefer to talk to someone who can provide free impartial advice you can contact an Independent Support Coordinator/SEND Parent Advisor at “SENDIASS Gloucestershire”. Their telephone number is 01452 386283 and you can also visit their website www.sendiassglos.org.uk . This service gives impartial information, advice and support to parents of children and young people with special educational needs. It can also tell you about other sources of independent information and details of local and national voluntary and parent groups.



LDA's – process to consider an EHCP

In September 2014 there were approximately 456 young people aged 16 to 25 with an LDA that might need to be considered for an EHCP. From 1st September 2014, young people in

further education or training who are receiving additional support to meet their special educational needs as a result of a LDA can choose to either:

1. Continue to receive their additional support as a result of their LDA (where it is still required) until the end of their time in further education or training or until 1st September 2016, whichever comes first; or
2. Request an Education, Health and Care needs assessment.

During the 2015/16 academic year we are considering planning requests for EHCP assessments from the following identified group:

- Students with an LDA who will be 19 years or older on 1st September 2016 **and**
- Plan to still be in education during the 2016/17 academic year (approximately 139 students)

During the 2016/17 academic year we are planning on considering requests for EHCP assessments from the following identified group:

- Students with an LDA who will become 19 years of age between 1st September 2016 and 1st September 2017 **and**
- Plan to still be in education during the 2017/18 academic year (approximately 94 students)

The process to consider an EHCP will be to undertake a new EHCP assessment. This is detailed in the [0–25 SEN Code of Practice](#). This process takes up to 20 weeks to complete and requires information/advice being requested from a range of people. The Young Person will be contacted with full details regarding the process once it has been initiated.

At the point a Final EHCP is issued, and where there is a disagreement over the content of the Plan, there is the opportunity for Young Person themselves if they are over the age of 16, (or their Parent/Carers on their behalf where this is more appropriate) to engage in independent mediation and/or make a formal appeal to the Tribunals Service (Special Educational Needs and Disability). An appeal can be made against:

- The description of the special educational needs in the Plan
- The special educational provision in the Plan
- The School named in the Plan

For further advice and guidance on the EHCP assessment process:

- You can contact the SEN Casework Team Team for further advice if you have queries regarding the EHCP assessment process Telephone 01452 425000 and ask to be put

through to a member of the Team or email EHCP General Enquiries on ehcpgenenq@gloucestershire.gov.uk

- Further information can also be found on the Gloucestershire County Council website <http://www.glofamiliedirectory.org.uk/kb5/gloucs/glofamilies/localoffer.page>
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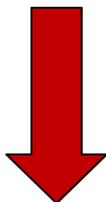
Author: Jane Kilby – Lead EHCP Transfer Review Officer

Date: September 2015

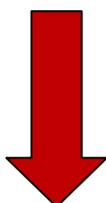
Education Health and Care Plan (EHCP) Transformation Process

September 2015 (to take effect for Transfer Review meetings scheduled from January 2016 onwards)

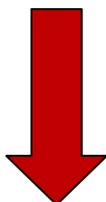
Two weeks prior to initial letter being sent – Notification Period letter sent to parents/carers, copied to school and professionals



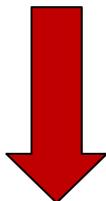
Week 1 – Initial Letters sent to parents/carers, school and professionals (relevant form provided to each party, e.g. Parental Contribution Form, School Contribution Form, Analysis of Assessment)



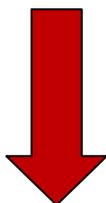
Week 8 – Deadline for reports being received by the EHCP Transformation Team. The EHCP Team begin to compile the reports received into a Draft EHCP.



Week 11 – The Transfer Review Meeting takes place attended by parents/carers, school and professionals. The meeting includes discussion about the needs and progress of a child or young person and outcomes are established for the future.



Week 13 – The Draft EHCP is distributed to the relevant parties. Parents/carers are provided with 15 days to consider the Draft EHCP and suggest any amendments if they feel these are necessary.



Week 18 – The Final is EHCP issued.

Revised EHCP Transformation Timetable - September 2015

Year group as from September 2015	Year groups in Year 1 of Transformation as at September 2014			Year groups in Year 2 of Transformation as at September 2015			Year groups in Year 3 of Transformation as at September 2016			Year groups in Year 4 of Transformation as at September 2017		No of Statements
	Sept - Dec	Jan - Apr	May - Aug	Sept - Dec	Jan - Apr	May - Aug	Sept - Dec	Jan - Apr	May - Aug	Sept - Dec	Jan - April	
Reception					Year 0							4
Year 1					Year 1							79
Year 2					Year 2							140
Year 3										Year 5		162
Year 4								Year 5				168
Year 5							Year 6					188
Year 6	Year 5		Year 5									203
Year 7										Year 9		222
Year 8								Year 9				206
Year 9					Year 9							229
Year 10		Year 9										249
Year 11				Year 11								222
Year 12	Year 11											280
Year 13					Year 13							56
Year 14		Year 13										59
Year 15		Year 14										31
Year 16		Year 15										19
Total			271	222	254	254	188	187	187	192	192	