

## **Transition from Statements and Learning Difficulty Assessments to Education, Health & Care Plans**

**1/9/14 to 31/3/18**

This document should be read on conjunction with guidance from the Department for Education entitled “Transition to the new 0 to 25 special educational needs and disability system Statutory guidance for local authorities and organisations providing services to children and young people with SEN - August 2014”. Please follow the this link to view or download this document:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/348591/Transition\\_to\\_the\\_new\\_0\\_to\\_25\\_special\\_educational\\_needs\\_and\\_disability\\_system\\_statutory\\_guidance\\_for\\_local\\_authorities.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/348591/Transition_to_the_new_0_to_25_special_educational_needs_and_disability_system_statutory_guidance_for_local_authorities.pdf)

It is for local authorities to determine when children and young people will be transferred to the new SEN and disability system during the transition period.

In accordance with the duty set out in section 19 of the Children and Families Act 2014, the Borough of Poole has consulted with young people with SEN, their families, local parent carer forums, parent partnership services, schools, colleges and health organisations both within Borough of Poole and county wide through joint working with Bournemouth and Dorset Local Authorities.

This guidance and any supporting documentation referred to will be made available for people without access to the Internet and different groups, including people with special educational needs or a disability in line with Borough of Poole policy.

Details of progress made by Borough of Poole with transition arrangements will be published annually and this timetable revised and updated as deemed necessary.

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## Transition from a Statement

The transfer review process must be completed within a 14 week statutory timescales. Borough of Poole will initiate the transfer review by writing to the young person and/or their family 5 weeks before the planned date of the review meeting. This letter and supporting documents will explain the transfer process and will be copied to any educational institutions and professionals known to be involved with the young person.

From the point that the transfer review commences, parents and young people will have appeal rights under the new system (Children and Families Act 2014), and appeal rights relating to statements of SEN under the Education Act 1996 will no longer be available. Further information regarding appeals process and criteria can be obtained from the Tribunal at HM Courts & Tribunal Service, Special Educational Needs & Disability Tribunal, 1<sup>st</sup> Floor, Darlington Magistrates' Court, Parkgate, Darlington DL1 1RU, telephone 0870 739 4017 or email [sendistquiries@hmcts.gsi.gov.uk](mailto:sendistquiries@hmcts.gsi.gov.uk). Website [www.justice.gov.uk/tribunals/send](http://www.justice.gov.uk/tribunals/send). “

The Borough of Poole has produced leaflet guidance for young people and/or their families regarding the transition process which is sent with the initiation letter. This document is entitled “Poole Transfer Reviews – Information for Parents, Carers and Young People” and a copy can be viewed or downloaded from the Borough of Poole website by following this link.

<http://www.poolefamilyinformationdirectory.com/kb5/poole/fis/localoffer.page>

Young people and/or their families should contact their educational setting for further advice and guidance regarding transition and the transfer process.

The SEN Statutory Services Team can also be contacted with any queries regarding transition. Their contact details are as follows:-

Children, Young People and Learning  
Dolphin Centre, Poole BH15 1SA  
Tel: 01202 262273  
email: [SENDbusinesssupport@poole.gov.uk](mailto:SENDbusinesssupport@poole.gov.uk)  
website: <http://www.boroughofpoole.com/>

Poole Parent Partnership Service (PoPPS), may be contacted for free independent advice and support. Their contact details are as follows:-

Quay Advice Centre, 18 Hill Street  
Poole BH15 1NR  
Tel: 01202 261933  
email: [parentpartnership@poole.gov.uk](mailto:parentpartnership@poole.gov.uk)  
website: <http://www.boroughofpoole.com/pooleparentpartnership>

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## **Borough of Poole Transfer Timetable**

### **2014/2015 Academic Year (1<sup>st</sup> September 2014 to 31<sup>st</sup> August 2015)**

**National Curriculum Year 2** – Transition process complete for all young people in year 2 by 31<sup>st</sup> August 2015. Those young people due to transfer schools in September 2015 (e.g. those in an infant school), will have the transition process completed by 15<sup>th</sup> February 2015. Where a young person is due to transfer schools, it is intended that the transfer review meeting will be held during the Autumn Term 2014. Borough of Poole estimate there will be 23 young people to be transitioned within this group.

**National Curriculum Year 6** – Transition process complete for all young people in year 6 by 31<sup>st</sup> August 2015. Those young people due to transfer schools in September 2015 (e.g. those in a primary school), will have the transition process completed by 15<sup>th</sup> February 2015. Where a young person is due to transfer schools, it is intended that the transfer review meeting will be held during the Autumn Term 2014. Borough of Poole estimate there will be 27 young people to be transitioned within this group.

**National Curriculum Year 9** - Transition process complete for all young people in year 9 by 31<sup>st</sup> August 2015. It is intended that the transfer review meeting will be held in the Spring or Summer Term 2015. Borough of Poole estimate there will be 39 young people to be transitioned within this group.

**National Curriculum Year 11** – Transition process complete for all young people in year 11 by 31<sup>st</sup> May 2015. It is intended that the transfer review meeting will be held during the Autumn Term 2014 or January / February 2015. Borough of Poole estimate there will be 57 young people to be transitioned within this group.

**National Curriculum Years 12-14** – Transition process complete for all young people in years 12 to 14 by 31<sup>st</sup> August 2017. Priority for a transfer review meeting within 2014/2015 academic year will be given to young people who may require different placement in September 2015. Borough of Poole estimate there will be 27 young people to be transitioned within this group.

**Other National Curriculum Years** - We will also complete the transition process for young people in any other national curriculum years who are due to change schools by virtue of age in September 2015 (e.g. a young person in year 8 in a middle school setting). It is intended that the transfer review meeting will be held during the Autumn Term 2014.

In addition to the above, we may also complete the transition process for any young people who have a significant change of need and/or require a different provision / placement during 2014/2015 academic year.

Borough of Poole estimate 173 young people will be transitioned during 14/15 academic year.

## **2015/2016 Academic Year (1<sup>st</sup> September 2015 to 31<sup>st</sup> August 2016)**

**National Curriculum Year 2** – Transition process complete for all young people in year 2 by 31<sup>st</sup> August 2016. Those young people due to transfer schools in September 2016 (e.g. those in an infant school), will have the transition process completed by 15<sup>th</sup> February 2016. Where a young person is due to transfer schools, it is intended that the transfer review meeting will be held during the Autumn Term 2015. Borough of Poole estimate there will be 22 young people to be transitioned within this group.

**National Curriculum Year 6** – Transition process complete for all young people in year 6 by 31<sup>st</sup> August 2016. Those young people due to transfer schools in September 2016 (e.g. those in a primary school), will have the transition process completed by 15<sup>th</sup> February 2016. Where a young person is due to transfer schools, it is intended that the transfer review meeting will be held during the Autumn Term 2015. Borough of Poole estimate there will be 36 young people to be transitioned within this group.

**National Curriculum Year 9** - Transition process complete for all young people in year 9 by 31<sup>st</sup> August 2016. It is intended that the transfer review meeting will be held in the Spring or Summer Term 2016. Borough of Poole estimate there will be 44 young people to be transitioned within this group.

**National Curriculum Year 11** – Transition process complete for all young people in year 11 by 31<sup>st</sup> March 2016. It is intended that the transfer review meeting will be held during the Autumn Term 2015. Borough of Poole estimate there will be 47 young people to be transitioned within this group.

**National Curriculum Years 12-14** – Transition process complete for all young people in years 12 to 14 by 31<sup>st</sup> August 2017. Priority for a transfer review meeting within 2015/2016 academic year will be given to young people who may require different placement in September 2016. Borough of Poole estimate there will be 27 young people to be transitioned within this group.

**Other National Curriculum Years** - We will also complete the transition process for young people in any other national curriculum years who are due to change schools by virtue of age in September 2016 (e.g. a young person in year 8 in a middle school setting). We will also do this for a child in an early years setting who is due to start at a school in September 2016. It is intended that the transfer review meeting will be held during the Autumn Term 2015.

Young people who during this academic year transfer from mainstream school to a special school or vice versa will also have transition completed. It is intended that the transfer review meeting will be held at an appropriate time during the year determined by the agreed date of transfer and individual circumstances.

In addition to the above, we may also complete the transition process for any young people who have a significant change of need and/or require a different provision / placement during 2015/2016 academic year.

Borough of Poole estimate 176 young people will be transitioned during 15/16 academic year.

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## **2016/2017 Academic Year (1<sup>st</sup> September 2016 to 31<sup>st</sup> August 2017)**

**National Curriculum Year 2** – Transition process complete for all young people in year 2 by 31<sup>st</sup> August 2017. Those young people due to transfer schools in September 2017 (e.g. those in an infant school), will have the transition process completed by 15<sup>th</sup> February 2017. Where a young person is due to transfer schools, it is intended that the transfer review meeting will be held during the Autumn Term 2016. Borough of Poole estimate there will be 11 young people to be transitioned within this group.

**National Curriculum Year 5** – Transition process complete for all young people in year 5 by 31<sup>st</sup> August 2017. . It is intended that the transfer review meeting will be held in the Spring or Summer Term 2017. Borough of Poole estimate there will be 22 young people to be transitioned within this group.

**National Curriculum Year 6** – Transition process complete for all young people in year 6 by 31<sup>st</sup> August 2017. Those young people due to transfer schools in September 2017 (e.g. those in a primary school), will have the transition process completed by 15<sup>th</sup> February 2017. Where a young person is due to transfer schools, it is intended that the transfer review meeting will be held during the Autumn Term 2016. Borough of Poole estimate there will be 31 young people to be transitioned within this group.

**National Curriculum Year 9** - Transition process complete for all young people in year 9 by 31<sup>st</sup> August 2017. It is intended that the transfer review meeting will be held in the Spring or Summer Term 2017. Borough of Poole estimate there will be 39 young people to be transitioned within this group.

**National Curriculum Year 11** – Transition should now be complete for all young people.

**National Curriculum Years 12-14** – Transition process complete for all remaining young people who have not been transitioned in years 12 to 14 by 31<sup>st</sup> August 2017. Borough of Poole estimate there will be 27 young people to be transitioned within this group.

**Other National Curriculum Years** –. The transition process will also be completed for all remaining young people who have not previously been transitioned Any young people due to transfer schools in September 2017 will have the transition process completed by 15<sup>th</sup> February 2017. Where a young person is due to transfer schools, it is intended that the transfer review meeting will be held during the Autumn Term 2016.

Borough of Poole estimate 130 young people will be transitioned during 16/17 academic year.

**The total number of young people likely to be transitioned over 3 years is estimated to be 479. An estimated figure is given as numbers will be affected by a range of factors during the 3 year period such as young people who might move into or out of the Borough and statutory assessments in progress at present (started under Education Act 1996 regulations), which will not conclude until Autumn term 2014.**

## **Transition from a Learning Difficulty Assessment (LDA)**

The transition process for those young people with a LDA is different from the transition process for those children/young people with a Statement. The transfer process requires a full statutory Education, Health and Care (EHC), needs assessment.

By 1<sup>st</sup> September 2015 the Borough of Poole will contact all known young people within the Borough who receive additionally funded support as a result of a LDA to establish if it appears likely they will be in education beyond 31<sup>st</sup> August 2016. Where continued education seems likely, those young people will be asked to consider with the Borough if a statutory EHC needs assessment might be necessary.

Young people within the Borough who receive additionally funded support as a result of a LDA but do not appear likely to be in education beyond 31<sup>st</sup> August 2016 may contact the Borough to consider if a statutory EHC needs assessment is necessary.

Young people within the Borough who have a LDA but do not receive additionally funded support are unlikely to require an EHC needs assessment even if they are likely to remain in education beyond 31<sup>st</sup> August 2016. They may of course contact the Borough to discuss this.

All young people aged 16 to 25 have a right to request a statutory EHC needs assessment if they believe such an assessment will be necessary in order for them to access suitable educational provision.

Where a statutory EHC needs assessment is formally considered and agreed (in order to transition a young person from a LDA to EHC Plan), the process will be completed within 20 weeks and by 1<sup>st</sup> September 2016.

Where a statutory EHC needs assessment is formally considered but not agreed, the young person and/or their family will be advised and rights of appeal to Tribunal will be given.

Young people will have appeal rights under the new system (Children and Families Act 2014). Further information regarding appeals process and criteria can be obtained from the Tribunal at HM Courts & Tribunal Service, Special Educational Needs & Disability Tribunal, 1<sup>st</sup> Floor, Darlington Magistrates' Court, Parkgate, Darlington DL1 1RU, telephone 0870 739 4017 or email [sendinquiries@hmcts.gsi.gov.uk](mailto:sendinquiries@hmcts.gsi.gov.uk). Website [www.justice.gov.uk/tribunals/send](http://www.justice.gov.uk/tribunals/send).

It is unclear at this time how many young people with a current LDA will need to be transitioned. This document will be updated to give details of numbers involved in due course.

Please follow the attached link to a booklet from the Department for Education which gives more information on the assessment process. [www.gov.uk/government/publications/send-guide-for-parents-and-carers](http://www.gov.uk/government/publications/send-guide-for-parents-and-carers).

Further advice and guidance can be sought from the SEN Statutory Services Team and/or Poole Parent Partnership Service. Contact details are given earlier in this document.

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