

Information for Parents and Carers

Transferring from a Statement of Special Educational Needs or a Learning Difficulty Assessment to an Education, Health and Care Plan

Introduction

In September 2014, the Government introduced a new legal system for supporting children and young people with special educational needs and disabilities (SEND).

Education, Health and Care (EHC) Plans have replaced Statements of Special Educational Needs (often referred to as Statements).

For children and young people who already have a Statement of SEN the local authority has to transfer this into an Education, Health and Care Plan (EHC Plan). If your child has a Statement and would have continued to have one under the current system, you can expect them to be transferred to an EHC Plan.

For young people who have a Learning Difficulty Assessment (LDA), the local authority has to transfer these to an EHC Plan if the young person will be moving on to college, training or an apprenticeship after September 2016.

The transfer process will involve an education, health and care needs assessment.

What is an Education Health and Care (EHC) needs assessment?

An EHC needs assessment is an assessment by all of the people who know and are working with you and your child or young person to look at their educational, health and social care needs. This may include an educational psychologist, teachers, health professional, social worker or other practitioners.

If the local authority agrees that your child or young person needs additional support the assessment leads to them getting an Education, Health and Care Plan.

What is an Education, Health and Care Plan?

An EHC Plan is a legal document that describes your child's education, health and social care needs and the support they must be given. An EHC Plan clearly identifies the agreed education, health and social care outcomes for a child and the support required in order to achieve those outcomes in education and in preparation for adult life.

When will the transfer from a Statement happen?

The Government has said that Statements must be transferred to Education, Health and Care Plans by April 2018. Learning Difficulty Assessments must be transferred, as appropriate, by September 2016.

The local authority has developed a timetable, based on guidance from the Government, on which year groups will be transferred first.

For the academic year 2014 – 2015 the following transfers must take place:

- Children and young people with Statements before they move from schools to a post – 16 setting or apprenticeship;
- Young people with a Learning Difficulty Assessment where an assessment has been requested and the local authority agrees that an EHC Plan is needed

The table below shows when the local authority proposes to transfer the Statements of children and young people in each year group.

Dates when statements of SEN will transfer to Education, Health and Care Plans by year group	
Year group that your child was in at September 2014	Proposed academic year when your child's statement will be transferred to an Education, Health and Care Plan
Nursery	2015-2016
Reception	2014-2015
Year 1	2016-2017
Year 2	2017-April 2018
Year 3	2016-2017
Year 4	2015-2016
Year 5	2014-2015
Year 6	2017-April 2018
Year 7	2016-2017
Year 8	2015-2016
Year 9	2014-2015
Year 10	2015-2016
Year 11	2014-2015 (must do if leaving school to a post-16 college, training or apprenticeship)
Years 12, 13 and 14.	2014-2015 (if leaving school to a college, training or apprenticeship)

How will I know when my child's Statement or LDA transfer is starting?

When it is time for your child or young person's Statement or LDA to be transferred the local authority will write to you, the young person and their school or college to start the transfer process.

Transfer process

Education, Health and Care Plan transfer assessment

Your child or young person's setting/ school or college will contact you to discuss and prepare for the transfer process. They will make sure that:-

- the information that they have is up to date;
- your views and those of your child are recorded;
- your child's current education, health and care needs are clearly described and
- any other professional information that needs updating is requested.

If professional advice exists that is sufficient for the purposes of the EHC needs assessment then there will be no need to seek additional information.

A plan coordinator from the special needs assessment service will liaise with the educational setting to coordinate the transfer process.

As part of the transfer assessment process a Team Around the Child (TAC) meeting will take place.

The transfer review TAC meeting

The transfer review TAC meeting should be set up by the school/college or setting at a time that is convenient for you, your child or young person (if appropriate) and the plan coordinator.

In addition to you and your child and the plan coordinator, other professionals who are working with your child will be invited.

If an updated report has been requested, e.g. from the educational psychologist, they will also be invited to attend the transfer TAC. If an invitee cannot attend then they should have discussed their updated assessment with you in advance and sent the report for the meeting.

At the meeting you can expect the following items to be covered:-

- Confirmation of the best person to be the lead professional/chair the meeting;
- Review of the available assessment information to make sure that everything required is available;
- Review the current Statement of SEN and support it outlines;
- Discussion and completion of the Education, Care and Health Plan;
- Discussion about whether you or your young person wish to take up the option of a personal budget.

Completing the EHC Plan

Once the transfer process has finished the plan coordinator will send you or your child a draft of the EHC Plan for review and confirmation.

The local authority will then consider the content and recommendations in the Plan.

Final EHC Plan

The final Plan must be sent to you within 14 weeks of the start of the transfer process. Once the final plan is issued a date for a review Team Around the Child meeting will be

set. This should be within a maximum of 6 months for early year's children and 1 year, for older children and young people.

Timeline for the Transfer Process

See page 4

What if I disagree with the decisions made by the local authority?

If you are unhappy about the decisions made by the local authority you should in the first instance seek to discuss and resolve those issues with your plan co - coordinator. If disagreements remain, then the local authority will provide you with information about mediation services.

If you still disagree with the local authority you will have the right to appeal to the Special Educational Needs and Disability Tribunal. This is an independent body that considers and decides the outcome of parents/carers' appeals against the decisions of local authorities about children and young people's special educational needs.

Further Information

If you are not sure what to expect and would like to talk to someone, please contact the Special Needs Assessment Service, the Wandsworth Information, Advice and Support Service or an Independent Support Champion who can offer information, advice and support to parents and young people.

Special Needs Assessment Service (SNAS)

Telephone: 020 8871 8615

Wandsworth Information, Advice and Support Service

Telephone: 020 8871 8065

Email: wiaas@wandsworth.gov.uk

Website: www.wandsworth.gov.uk/pps

Wandsworth Independent Support Champions (Contact a Family)

Telephone: 020 8947 5260

Email: IS@cafamily.org.uk

Timeline for the Transfer Process

