

# **TRANSFER OF STATEMENTS/LDA'S TO EHC PLANS: DRAFT LOCAL TRANSITION PLAN (REVISED V4)**

## **Introduction**

The Special Educational Needs (SEN) Reforms laid out in the Children and Families Act (2014) and the revised Special Educational Needs and Disabilities (SEND) Code of Practice (2014) came into effect on 1<sup>st</sup> September 2014.

As part of these SEND reforms Local Authorities have until September 2016 to transfer all existing Learning Difficulty Assessments (LDAs) into Education Health and Care Plans (EHC plans) and until April 2018 to transfer all existing Statements of SEN into EHC plans. In Bolton we have planned for the vast majority of these transfers to be carried out via a Person Centred Annual Review meeting at the end of a Key Stage. This will stagger the conversion process across the given time frame and ensure that the conversions are carried out at an appropriate and meaningful time for each child/young person.

This transition plan has been reviewed in light of the learning that has occurred during the first year of implementing the SEND reforms and recent DfE guidance. In order for Bolton to ensure that EHC plans of a good quality are produced, it has been necessary to revise the transfers planned for the academic year 2015-2016.

## **Number of children and young people with Statements and LDA's**

There are currently 1042 children and young people with Statements in Bolton and 183 young people with LDA's. In addition there are currently 502 children and young people who have either been issued with an EHC plan or are currently undergoing assessment.

The number of planned transfers for each academic year is detailed in the table below:

	<b>2014-2015</b>	<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>
<b>Number of planned transfers from Statements to EHC plans</b>	313	352	306	272
<b>Number of planned transfers from LDA's to EHC plans.</b>	2	183	N/A	N/A
<b>Total number of planned conversions</b>	<b>315</b>	<b>535</b>	<b>394</b>	<b>272</b>

## **Planned transfer to the new system (2015-2018)**

The tables below outline when we plan to transfer children and young people to the new system:

Year Group 2015-2016	Number of Statements/ LDA's	2015-2016	2016-2017	2017-April 2018
Y19	LDAs 4	4		
Y18	LDAs 10	10		
Y17	LDAs 15	15		
Y16	LDAs 14 Statements 32	14	32	
Y15	LDAs 23 Statements 26	23	26	
Y14	LDAs 47 Statements 30	LDA's 47 Statements 30	30	
Y13	LDAs 70 Statements 50	70	50	
Y12	EHCPs 121			
<b>Post 16 TOTALS</b>		213	138	

Year Group 2015-2016	Number of Statements	2015-2016	2016-2017	2017- April 2018
Y11	135	135		
Y10	131			
Y9	115	115		
Y8	119		119	
Y7	115			
Y6	113	113		
Y5	106		106	
Y4	82			82
Y3	75			75
Y2	74	74		
Y1	31		31	
YR	0			
Pre-school	0			
<b>School age TOTALS</b>		437	256	157

During the academic year in which the Local Authority intends to transfer a child or young person from a statement or LDA to an Education, Health and Care plan (the new SEND system), the transfer review will replace the Annual Review. In order to meet statutory deadlines, it will be necessary for the Local Authority and schools to **prioritise transfer reviews for children in Year 6 so that these take place prior to 7<sup>th</sup> November 2015 and young people in Year 11 so that these take place prior to 26<sup>th</sup> November 2015.**

**How and when parents of children with SEN and young people with SEN, and their educational institution, will be made aware of the arrangements for transferring to the new system**

It will be the role of the Special Educational Needs and Disability Assessment Service to ensure that the parents of children with Statements and young people with Statements or LDA's, and their educational institution, are made aware of the arrangements for their transfer to the new system. For educational institutions this will be achieved by the Local Authority alerting settings to the Annual Reviews for the coming term at least two weeks prior to the start of each term. This information will clearly state which reviews should be held as transfer reviews and which reviews should be held in accordance with the 1996

Education Act. In addition, the Special Educational Needs and Disability Assessment Service will also notify, in writing, the parent, young person and head teacher of the school/college attended at least 2 weeks before the transfer review will take place. This notification letter will set out the parent's/young person's rights of appeal. This will formally initiate the transfer review, that must then be completed within 20 weeks.

### **Details of the transfer review process**

In Bolton we have planned for the vast majority of transfers to be carried out via a Person Centred Annual Review meeting at the end of a Key Stage. This will stagger the conversion process across the appropriate time frame (September 2014 – April 2018) and ensure that the conversions are carried out at an appropriate and meaningful time for each child/young person. In the academic year 2015-2016 those children and young people with a Statement in Years 2, 6, 9 and 11 and 14 will all be transferred to an EHC plan. All of those students who have an LDA, who plan to remain in education or training beyond September 2016 and who receive additional funding from the Local Authority High Needs Block will be transferred to an EHCP.

As a person centred annual review will be a new process for a lot of people the following outlines what you can expect at different stages of this process. Prior to the transfer review, it is expected that:

- The child/young person will be given an opportunity to prepare their contribution before the meeting.
- The views of the child/young person will be gathered in a method appropriate to their ability and recorded in a way that they can access.
- The child/young person's views regarding their aspirations, what is important to them, their recent achievements and how best to support them will be gathered.
- Parents will have been asked to consider their views in preparation for the meeting (via a parental advice form), and offered support from an Independent Supporter or the Bolton Information and Advice service for SEND in order to achieve this.
- Advice from relevant support services will have been requested.
- All advice will have been circulated to all of those invited, and the Local Authority, at least 2 weeks prior to the transfer review taking place.

During the transfer review it is expected that the child/young person and their family will be kept at the heart of all discussions. The following will be discussed in the meeting, through the use of a person centred approach:

- What is important to/for the child/young person and their parents both now and in the future
- The achievements of the child/young person to date
- How the child/young person can be best supported (academically and socially) at school and at home
- What is currently working/not working for the child/young person
- Child/young person aspirations
- Parental aspirations
- Issues relating to preparing for adulthood including employment, independent living and participation in society must be discussed during all reviews from Year 9 onwards.
- Outcomes for the next key stage and short term targets for the next 12 months to help the child/young person work towards their aspirations
- Any further assessments, information or advice required in order to draft an EHC plan.

Following the transfer review it is expected that:

- All paperwork from the review will be sent to the Local Authority and everyone invited to the meeting by the school/college within two weeks of the review.
- Any additional advice/assessments required are requested by the school/college within two weeks of the review.
- The Local Authority will issue an EHC plan within 20 weeks of the initiation of the transfer review.

### **Arrangements for the transfer of young people who receive support as a result of an LDA**

After compulsory school age (the end of the academic year in which a young person turns 16), the right to make requests and decisions under the Children and Families Act 2014 applies to them directly rather than to their parents. Parents, or other family members, can continue to support young people in making decisions or act on their behalf, provided that the young person is happy for them to do so.

It is anticipated that during the academic year 2015-2016 all young people with a Learning Difficulty Assessment, who plan to remain in education or training beyond September 2016 and who receive additional funding from the Local Authority High Needs Block will be transferred to an EHC plan.

It will be the role of the Special Educational Needs and Disability Assessment Service to ensure that young people with LDA's, their parents, and their educational institution, are made aware of the arrangements for their transfer to the new system. Educational institutions will be informed by the Local Authority of the transfer reviews that need to be held during the coming term at least two weeks prior to the start of each term. In addition, the Special Educational Needs and Disability Assessment Service will also notify, in writing, the young person, their parents and the head teacher/principal of the college attended by the young person at least 2 weeks before the transfer review will take place. This notification letter will set out the young person's rights of appeal. This will formally initiate the transfer review, that must be completed within 20 weeks of the initiation of the transfer review.

Between September 1<sup>st</sup> 2014 and September 1<sup>st</sup> 2016 young people do have the right to choose whether they would prefer to:

- Continue to receive their additional support as a result of an LDA until the end of their time in education or training or until 1<sup>st</sup> September 2016 (whichever comes first)
- Request that the Local Authority undertake an Education, Health and Care needs assessment at any point during this transition period.

### **Sources of independent support and advice**

Independent support and advice is available from the following:

Information Advisory Service (SEND)  
Address: Lowndes Street, Bolton. BL1 4PQ.  
Telephone: 01204 848722

Independent Support

Cheryl Wyatt

Independent Support Officer  
Email: [Cheryl-ppsbolton@outlook.com](mailto:Cheryl-ppsbolton@outlook.com)  
Tel: 01204 848722 or 07467943495

Sharon Hall  
Independent Support Officer

**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 local transition plan.**

If parents and young people have queries about their transition to the new system they should initially contact the Special Educational Needs Co-ordinator in their setting. If the query persists then parents and young people can contact either the Special Educational Needs and Disability Assessment Service (01204 338653) or Cheryl Wyatt, Independent Support (01204 848722 or 07467943495).

If parents or young people have not been transferred to the new system in accordance with the local authority transition plan they should contact the Special Educational Needs and Disability Assessment Service (01204 338653).

**Who has been consulted about this transition plan?**

A range of people have been consulted about this transition plan, and any subsequent revisions. Those consulted include; LA colleagues, Health colleagues, school representatives (from both mainstream and special schools), the Bolton Information Advisory Service (SEND) and parent representatives.

**Further Information**

Further information regarding the transfer process is available in an 'EHC transfer Frequently Asked Questions' document which can be found on the Local Offer website.