**INVITATION TO TRANSFER REVIEW MEETING WHERE THE STATEMENT WILL BE TRANSFERRED TO AN EDUCATION, HEALTH AND CARE PLAN**

(I*nsert date)*

Dear *(name of parents) (and name of young person if 16 years old or over)*

(*insert name and dob of child / young person)*

I am writing to you to let you know about what will happen this school year at the annual review of the statement. Your child or young person’s school has sent this letter to you from the Local Authority.

Your child or young person’s school will arrange the annual review meeting as usual. This year the meeting is called the “Transfer Review Meeting”. This means that the statement will transfer to an Education, Health and Care (EHC) Plan, unless there is no longer any need for the Local Authority to set out the special educational provision that is needed. We expect that almost all statements will transfer to EHC Plans.

What is an Education, Heath and Care Plan?

It is known as an EHC Plan. It has more sections than a statement. It will concentrate on the outcomes that are sought for your child or young person, as well as setting out the special educational provision that is needed. The EHC Plan has space on it to record:

* details about your child / young person including what they hope for, what they like, what they hope to achieve in their lives and what you hope for them.
* how other organisations and agencies play a part in your child or young person’s life
* what health and social care provision may be needed
* whether any services are made available through a personal budget.

The EHC Plan also records your child or young person’s special educational needs (SENs) as well as the provision required to meet those needs, and the education setting, school or college that he or she should attend.

Do we or my child / young person have any less rights if there is an EHC Plan?

No – as parents you have the same right of appeal about the description of SENs, the description of special educational provision and the name of the school or setting. Subject to having mental capacity, your young person also has a right of appeal once he or she reaches 16 years old. On the EHC Plan there is more space than in a statement, for children and their parents’ views to be recorded.

How does the Transfer Process work?

Instead of having an annual review meeting this year, it will be called a transfer review meeting. The school will already have started to gather together all the available reports from the last year or so, may be a little longer, and may have asked some professionals for updated reports if they are necessary. Reports will not be requested if they are not needed.

When you get this letter, it is the start of the Transfer Review Process. It must be completed within 14 weeks of the date of this letter.

Transfer review starts (*insert date of this letter)*

Transfer Review meeting (*insert date, time and venue of meeting that will usually be agreed already with the parents)*

Transfer review process ends(*insert date 14 weeks after the date of this letter)*

The Transfer Review Process works like a shortened EHC assessment. There are rules about how it works:

1. The school must give you at least two weeks’ notice of the planned date of the meeting, and ideally will have agreed the date with you before writing to you.
2. The school or other professionals may ask you if you would like any support to explain your views or for your young person to express his or her views.
3. A meeting will take place where everyone present will be asked to comment on the progress that has been made in the last year, what has worked well, what hasn’t.
4. The discussion at the Transfer Review meeting will concentrate on outcomes – and discuss the provision that is needed in the EHC Plan to help your child or young person to achieve the outcomes. Discussion will look carefully at written reports, as well as listen to what is being said at the meeting. The school will take notes of what is said. There is a form for the school to fill in.
5. The school must send the completed report of the Transfer Review, with all the reports that have been considered, and the notes of what is said, to you, other professionals and the SEN Casework Officer. This should reach the SEN Casework Officer within 8 weeks of the start of the Transfer Review Process.
6. The SEN Casework Officer will consider the full report of the Transfer Review. (including the written reports)
7. Then the SEN Casework Officer will draft the EHC Plan and send it to you and your young person for comments.
8. You will have 2 weeks to return this to your SEN Casework Officer. She or he will then consider your views and prepare the final EHC Plan.
9. The EHC Plan will be reviewed the next school year, within 12 months through the annual review process.

Throughout the transfer review process you can access additional support from an Independent Supporter. Independent Supporters are completely independent of Barnet Local Authority. They have been specially trained to provide advice and support about the Education, Health and Care plan processes. Independent Supporters can be accessed via Barnardo’s or Barnet SEND Information, Advice and Support Service. If you would like to be referred for independent support you could self-refer, or ask a professional to refer you. To self-refer to Barnardo’s please call them on 0208 555 1880 or email them ISBarnet@barnardos.org.uk To self-refer to Barnet SEND information, advice and support service please call them on 0208 359 7637 or email SendIASS@barnet.gov.uk

If you would like more information about independent support you could ask your child/young person’s school or contact us on the telephone number below.

Please do all that you can to attend the Transfer Review and let the school know if you need extra help to take part in the process.

There is a diagram of the process below.

Yours sincerely

*Insert name of SENCO, title and phone number*

**The SEN Casework Team**

*Tel: 020 8358 7007*

This diagram shows you the **Transfer Review Process:**