



Please find attached Lincolnshire's Transition Plan for transferring children who have existing statements to Education, Health and Care Plans. This process will be explained to you during the meetings with the school, yourself and your child. Please do not hesitate to ask any questions on this process.

## **Transition Plan**

### **Transferring existing statements and learning difficulty assessments into education, health and care plans**

### **Children's Services**

Reviewed and updated June 2015

## **The purpose of the document**

This documents sets out the arrangements for those children and young people with an existing statement or learning disability assessment (LDA) and how, and when, they will be converted across to the new education, health and care (EHC) plan.

This Plan was developed and finalised with Lincolnshire Parent Carer Forum, Information Advice Support Service (IASS) formerly Parent Partnership, together with colleagues from education, health and social care.

## **The context of change**

The Children and Families Bill received royal ascent in April 2014 to become the Children and Families Act 2014. Part 3 of the Act sets out the radical way in which children with special educational needs (SEN) and/or disabilities will be supported. Since the 1<sup>st</sup> September 2014 it is no longer possible to request a new SEN assessment under the Education Act 1996 for a child or young person who does not already have a Statement and no new LDAs under the Learning and Skills Act 2000 can be commenced. Local Authorities must now consider all new requests for an assessment of SEN for children and young people who do not have an existing Statement under the Children and Families Act 2014. Under this new legislation EHC Plans replace both the Statement of SEN and LDA processes. In Lincolnshire approximately 3,400 statements and 800 LDAs are maintained by the Local Authority. Local Authorities are expected to consider all existing statements and transfer them to EHC plans by 1 April 2018 and LDAs by 1 September 2016. We have set out below a timetable detailing how this will be achieved in Lincolnshire.

## **The transfer review timetable**

When, and how, transfers will take place depends on two key factors:

- what type of education establishment children and young people go to, and
- their age

## **Year One September 2014 – August 2015**

### **Special Schools**

In consultation with special schools it has been agreed that each special school will take the lead on transferring existing statements into EHC plans, with the Local Authority having continued overall responsibility. Special schools know their children and young people's needs well and are best served to plan and prepare for the transfer process with the Local Authority, families and relevant professionals. Each special school will contact their children/young people and families in the early part of the 2014 autumn term to let them know at which annual review their statement will be transferred within the next two years to allow families to plan ahead. Families will be contacted by the Local Authority 2 weeks before the planned transfer review meeting. At the time of this communication the 16 week process begins. Families may request a meeting with a Local Authority officer via their school if they wish. The Local Authority will be part of the process throughout and remain the authoriser of the proposed EHC Plan. The Local Authority will send the final approved Plan to the family and to the relevant school and professionals.

There are two further groups of young people that will be prioritised within the first year:

### **Young people moving from school into further education or training**

Young people currently in school who will be moving into further education or training from September 2015. We will be contacting each young person during September and October 2014 to make these arrangements. We will have these completed by the end of May 2015.

### Young people who receive support as a result of a LDA who request an EHC needs assessment

Each young person will be contacted during September and October 2014 to explain their options to them. Some young people who have only a further year at college before they complete their course may not see a benefit in transferring as their additional needs are known and being met by the current LDA. Other young people may have had significant changes happen in their lives that make the current LDA out of date meaning that an EHC needs assessment would be beneficial.

### Year 2 (September 2015 – August 2016)

Primary school aged children (non-special) and children and young people with a statement in youth custody; The aim is to convert the Statements of all Lincolnshire primary school aged children and, year 9 transfer reviews and those in youth custody. We will also continue to transfer young people moving from school into further education or training.

### Year 3 (September 2016 – August 2017)

The aim is to convert the Statements of all Lincolnshire secondary school aged and children at preschool. We will also continue to transfer young people moving from school into further education or training.

### Numbers of proposed Statement transfers over the first year:-

Age	Count	Special	Non Special
Year 11	408	196	212
Year 12	158	79	79
Year 13	104	68	36
Year 14	60	46	14
Year 15	1	0	1
SUM:	731	389	342

### Numbers of proposed Statement transfers over the second year:-

Age	Count	Special	Non Special	
Pre Reception	4	3	1	
Reception	13	6	7	
Year 1	89	44	45	
Year 2	123	60	63	
Year 3	156	75	81	
Year 4	177	83	94	
Year 5	180	87	93	
Year 6	196	96	100	
Year 9	285	159	126	
Year 11	363	185	178	
Year 12	408	196	212	Last Year 11
Year 13	158	79	79	Last year 12
Year 14	104	68	36	Last year 13
Year 15	61	46	15	Last year 14
SUM:	1460	821	639	

## Numbers of proposed Statement transfers over the third year:-

Age	Count	Special	Non Special	
Year 8	254	135	119	
Year 9	284	143	141	
Year 11	317	162	155	
	855	440	415	

## How will the transfer review take place?

Whether a child/young person attends an early years education setting, special school, main-stream school or college, a multi-agency review meeting to undertake the EHC needs assessment will take place; this will typically be at a time when the annual review would have taken place to allow for as little disruption for the family as possible. Families will receive 2 weeks notification of this meeting, at the point of this communication the 16 week process starts. The meeting will be facilitated by the school's special educational needs coordinator (SENCO) in special schools, or equivalent role in colleges, who will be the family's education contact, the Local Authority contact continues to be the named caseworker. For all other educational settings a Local Authority representative will facilitate the meeting with the educational Setting's SENCO. This meeting, which will typically be a little longer than a usual annual review, will take place at the child/young person's school/college and will have present as many key people who support them as possible. If the person who supports the child/young person cannot be there then their most recent report will be requested. This enables the best decisions to be made within the meeting allowing the new EHC plan to be drafted.

## Where can I go for more support regarding this process?

If you would like to speak to a someone within the Local Authority, please call 01522 550806 or email [SENDenquiries@lincolnshire.gov.uk](mailto:SENDenquiries@lincolnshire.gov.uk)

If you would like impartial information, advice and support on any aspects of Special Educational Needs and Disability, please contact Liaise (the SEND Information, Advice and Support Service in Lincolnshire), who have independently trained SEND Advisers. Their contact details are: 0800 195 1635 or email [iass@lincolnshire.gov.uk](mailto:iass@lincolnshire.gov.uk)