

WIRRAL SEND PARTNERSHIP Information Advice and Support Service

Transferring from Statements to EHCPs

**If you or your child have a statement of special educational needs
this information is for you.**

The Children and Families Act 2014 ceased the issue of statements and replaced them with Education Health and Care Plans.

This means that from September 2014 no new statements are being issued. All existing statements must be transferred to Education Health and Care plans between September 2014 and April 2018.

All Learning Disability Assessments (LDAs) should transfer or cease by September 2016.

When will the statement be transferred to an EHCP?

In secondary schools children in Year 9, those leaving youth custody, those moving from mainstream to special school or special school to mainstream school and those moving from school to post 16 institution or apprenticeship (including sixth formers) must be transferred. For pupils transferring between phases of education the review must be completed by 31st March 2016, for pupils transferring to a post 16 institution in September 2016, and by 15th February for any other transfer between phases of education. Wirral's transfer plan including timescales is on the Local Offer (<http://localofferwirral.org/>)

What is the timescale for completing a Transfer Review?

To transfer a child or young person from a statement to an Education Health & Care (EHC) plan, the local authority must undertake a "transfer review". Parents and carers must be given at least two weeks formal notice that the review is to be undertaken and a clear date for when it will begin. The EHC plan must be completed 20 weeks from the date of that formal notice.

Before the Review Meeting

The child or young person and parents/carers will be invited to the Transfer Review meeting. They can ask for other people to attend the meeting if they wish. The educational setting will ask everyone involved in the Transfer Review including the child, young person and parent to send in their views and reports before the meeting. Settings should make sure that children, young people and parents understand the

process and feel confident to complete the forms. You can ask for support with this if needed. The setting will send all the completed paperwork out to everyone before the meeting.

At the Review Meeting – Week 1

The transfer review meeting is a person centred approach with the young person at the centre of the planning. Its purpose is to draw together all the information, and decide if the existing information is sufficient to use in drawing up an EHCP, or if further assessments or reports are needed. All present will discuss and decide on the outcomes for the EHCP and to ensure all the key elements for the Plan are captured.

After the Review Meeting

The setting must send all papers to the Local Authority within 10 days of the review meeting. The EHCP Coordinator may need more information from people identified at the review meeting.

The proposed EHC Plan – Week 14

By week 14, the EHCP Coordinator will send a draft EHC Plan to everyone involved. Everyone should send their comments back within 2 weeks i.e. by week 17. Young people and parents can get support from **Wirral SEND Partnership** with looking over the draft EHCP and asking for amendments. You will have 15 days to consider the draft and sign it or request changes and name your preferred school or college or pre-school setting.

The final EHC Plan – Week 20

By week 20, the EHCP Coordinator will issue the final EHC Plan to everyone involved. If the child, young person or parent/carer is not happy with the EHCP they can use **Wirral Disagreement Resolution and Mediation services** to try to resolve any disagreements. They also have a right of appeal to the SEND Tribunal but they must have considered mediation and obtained a certificate first.

For Further Information Please Contact:

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