

## **Education, Health and Care (EHC) – Sheffield Transition Plan update, March 2017**

The Children and Families Act, 2014, brought in reforms that replaced Statements of Special Educational Needs and Learning Difficulties Assessments with Education Health and Care Plans (EHC Plans).

Sheffield published an EHC Transition Plan in summer 2014 in line with government guidance and consultation with Education, Health, Social Care and the Sheffield Parent Carer Forum. Discussions as to the SEND reforms, including EHC transition, have continued with these groups since that time.

There is a requirement for all children and young people to transition to an EHC Plan by the 31<sup>st</sup> March 2018. There are clear expectations as to which year groups should transition when. This plan provides a summary of the local authorities approach to ensuring the remaining EHC Conversions are completed within this timeframe (1<sup>st</sup> April 2017 – 31<sup>st</sup> March 2018).

Government guidance in relation to the EHC Transition process can be found here:

<https://www.gov.uk/government/publications/send-managing-changes-to-legislation-from-september-2014--3>

In Sheffield there are approximately 2600 learners who have either a Statement of SEN or EHC Plan.

Government guidance states the following year groups must transition during each academic year:

- Those in Year 9
- Transferring from Early Years to school
- Transferring from Infant to Junior School (Year 2)
- Transferring from Primary to secondary school (Year 6)
- Secondary to post-16 provision (Year 11 onwards)
- When leaving youth custody
- Mainstream to Special School or vice versa
- Those moving between authorities

The following table details the remaining learners who are either currently in the process of transitioning to an EHC Plan or will transition to an EHC Plan in Academic years 2016/17 and 2017/18 (data as of end March 2017)

| <b>2016/17 Year Group</b> | <b>2016/17</b> | <b>2017/18</b> |
|---------------------------|----------------|----------------|
| Pre-5                     | 5              | 2              |
| Reception                 | 0              | 0              |
| Y1                        | 4              | 33             |

|              |            |            |
|--------------|------------|------------|
| Y2           | 8          | 64         |
| Y3           | 5          | 94         |
| Y4           | 3          | 100        |
| Y5           | 3          | 109        |
| Y6           | 28         | 1          |
| Y7           | 1          | 2          |
| Y8           | 4          | 174        |
| Y9           | 201        | 3          |
| Y10          | 18         | 5          |
| Y11          | 212        | 0          |
| Y12          | 5          | 10         |
| Y13          | 5          | 8          |
| Y14          | 0          | 0          |
| <b>TOTAL</b> | <b>502</b> | <b>605</b> |

### **The Transfer Review Process**

During the transition year, a **Transfer Review** will replace the **Annual Review** of the statement. These will broadly take place within the same timescales as previous annual reviews. The exceptions to these are those at points of transfer as follows:

- Year 6 and for those attending Infant Schools, Year 2. The meeting for these must be completed by October half term in order to issue the plan by the 15<sup>th</sup> February
- Year 11 and other school leavers. The meeting for these must be completed by the end of the Autumn term in order to issue the plan by the end of March.

In addition, the transfer review meeting for those that are due to be completed in academic year 2017/18 should all take place in the Autumn term.

The Local Authority is responsible for coordinating the Transfer Review with the School/Education provider and family, however, the school must also ensure that all those that are required to attend are formally invited by the school. The Local Authority will liaise with all schools to plan the EHC Transfer Review Meetings well in advance of the meeting date in order to ensure effective planning is in place and early notification is made with the parent. The Local Authority will formally notify the family and school of the start of the EHC Transfer process two weeks before the meeting.

The transfer review meeting will be held between the family, education provider, Local Authority representative and other professionals as appropriate; and the EHC Plan will be co-produced as a result of this meeting, using a person-centred approach.

The Local Authority expect the SENCO to chair the transfer review meeting, however, a representative of the Local Authority, if available, will attend to support the process and ensure that all required areas to complete the plan are covered.

Following the meeting, the school should ensure that all information and reports are sent to the Local Authority **within 2 weeks**. The Local Authority will then co-ordinate the formal production of the EHC Plan, should one be required. The Final EHC Plan will be issued within 20 weeks of the formal notification of the start of the EHC Transition process / 18 weeks of the transfer meeting.

From the point where the Transition Review starts, appeal rights will fall under the new SEND system. Prior to this time, they remain under the previous process.

On some occasions, it may be felt that an EHC Plan is not required. This would be discussed at the Transfer Review meeting and would likely be in cases where the level of support is “delegated” (and therefore where the child/young person is not deemed a High Needs Learner) or where the child has made such progress that the statement/EHC Plan is no longer required. If it is decided not to secure an EHC Plan, parents must be informed within 14 weeks.

Personal budgets must be discussed as part of the Transfer Review.

### **Sources of Information, Advice and Support:**

There are numerous points of support in regards to EHC Transfer. We would strongly encourage parents to discuss with the designated officer in the SEN Team in the first instance as many concerns can be resolved quickly. The SEN Team can be contacted at:

#### The SEN Assessment and Placement Team

Sheffield City Council  
North Wing, Level 5  
Moorfoot Building  
Sheffield S1 4PL

Email: [ed-sensupportteam@sheffield.gov.uk](mailto:ed-sensupportteam@sheffield.gov.uk)

Tel: 0114 2736394

In addition, for impartial SEN information and advice please contact:

#### Sheffield SEN Disability Information, Advice and Support (Formerly known as the Parent Partnership Service)

Floor 6, Moorfoot Building

Sheffield  
S1 4PL

Tel: 0114 273 6009

Email: [ed-parent.partnership@sheffield.gov.uk](mailto:ed-parent.partnership@sheffield.gov.uk)

Or the Independent Supporter Service who are commissioned by the government to specifically support parents in the transfer from Statement to EHC Plan:

Core Assets Children's Services Independent Support Team

0800 028 8455

[ISReferrals@coreassets.com](mailto:ISReferrals@coreassets.com)