**Roles and Responsibilities-Within the Transitional Arrangements**

* The **SEN Team** will provide schools/settings with a list of children/young people who need a transfer review in this year.
* The **SEN Team** will write a letter to inform parents/young people who need a transfer review informing them of the timescales for the transfer process and their rights to mediation services and SENDIST.
* A copy of the above letter will be sent to the child/young person’s school or setting.
* The **SEN Team** will provide a suggested template letter for schools/settings to send to parents/young people to invite them to the Transfer Review meeting.
* The **SEN Team** will provide a suggested template letter for schools/settings to send to professionals or advice givers to invite them to the Transfer Review meeting
* The **SEN Team** will provide schools with a New Annual Review paper work form to be completed for all children – (not just those having a transfer review).
* The **EHCP Co-ordinator** for the school/setting will agree a date for and attend the Transition Review Meeting.
* The **EHCP Co-ordinator,** having attended the meeting, will identify whether there was agreement that there is sufficient information to complete the educational health and care needs assessment and, if not what additional advice is needed.
* The **EHCP Co-ordinator will** decide, having completed the assessment, whether an Education, Health and Care Plan is required, will issue the plan or inform parents and school that the statement will cease and why.
* The Clinical Medical Medical Officer will circulate dates of Transfers to health partners
* The **school/setting** will arrange and chair the meeting, giving at least two weeks’ notice.
* The **school/setting** will inform everyone invited to attend (whether they attend or not) that they must provide up to date advice on their involvement or provide their most recent advice, confirming it is still appropriate. (All advice provided needs to be framed as outcomes – this is a training issue which will be address in the coming months)
* The **school** ensures/helps parents complete the Parental Contribution Form.
* The **school** completes the review paper work and sends it in to the EHCP Co-ordinator within two weeks of the meeting.