

**Guidance on how to run a Transfer to EHCP Annual Review Meeting**

A representative from the Local Authority will attend all transfer review where possible.

The following are guidelines which will help you ensure that the review meeting is planned and facilitated in a person-centred way.

Before the Meeting

* Consider the best time and venue of the meeting with the family/child/young person
* Consider the best way to involve the child/young person and family to support their full engagement with the process
* At least two weeks’ notice must be given to ensure enough time and to ensure that everyone understands the purpose of the meeting
* Relevant documents should be sent out to all attending the meeting with the invitations
* Request any additional reports which may be useful at the meeting
* Allow enough time for the meeting
* Invite the right people – make sure the family and child have been asked who they wish to invite

At the Meeting

* The Headteacher/SENCO will chair the meeting.
* Welcome/introductions/apologies
* Explanation of the process
* People present are asked to say what they like and admire about the child/young person (if this information is not already available)
* The second part of the meeting is to consider existing assessment information within the Statement of Special Educational Needs, whether it is current and relevant and to identify if any further assessment information is required. Ensure that the family and child/young person contribute to the meeting.
* ***Prompts to help with this process:***

 Is the basic information correct? (Ethnicity/religion/social care involvement)

* + What’s important to the Child/young Person now?
	+ What’s important to Child/Young person/Parents in the future? i.e. Aspirations
	+ How can we best support the Child/Young person? Record any new ideas or changes
	+ Refer to the Statement and agree the parts that are current and relevant and which will be used as part of the draft Educational Health and Care Plan. In many cases, most of the information contained within a Statement of Special Educational Needs is likely to remain accurate.
	+ Identify strengths and needs across all four SEN areas if applicable. (Section 3 of the Annual Review document).
	+ Discuss the Health and Social Care needs if appropriate.
	+ Consider progress and future provision required. It may help at this point to consider ‘***what’s working and what’s not working?’***
* Ensure the child/young person feels their contribution has been made (allow for this to be added in at a later time/date if appropriate)
* Ensure the family feel their contribution has been made (allow for this to be added in at a later time/date if appropriate)

The End of the Meeting

* The end of the meeting involves agreeing on outcomes and the provision that will be needed to meet the identified outcomes. It is important at this point to refer back to the parent and child/young person’s aspirations as these should inform the outcomes.

After the Meeting

* It is the responsibility of the school to fill in the Annual Review of Statement of Special Educational Needs document and send it to the Local Authority within two weeks of the date of the meeting.
* It is the responsibility of the Local Authority to ensure that additional assessment is conducted where necessary and an Education Health and Care plan can be developed where needed within 14 weeks of the date of the Review meeting.