**Wakefield Council Education Health and Care Plan Transition Plan - VERSION 8 MAY 2016**

*Please note that this is an updated transition plan providing clarified details of those young people who will transition to an EHC Plan in academic years 2016/17 and 2017/18.*

The Children and Families Act 2014 brought in reforms that replaced Statements of Special Educational Needs with Education, Health and Care Plans. These have been designed to ensure that there is improved joint working across agencies and in particular to ensure, that where there is an additional education need, the holistic needs of the child/young person relating to education, health and care are contained under a single plan.

At September 2014, within the Wakefield District there were approximately 1500 children and young people currently with Statements of Special Educational Needs/Learning Difficulties Assessments (LDA). The guidance provided by the Government is clear that these should transition to Education, Health and Care Plans over a set period of time. The guidance is also clear with regard to how this should be done and when. All transitions must take place by the end of April 2018.

It is important to note that, during the transition period, all previous legislation and processes will remain in place until the point where an EHC Plan is issued.

**Transition of statements during the transition period (1st September 2014 to 31st April 2018)**

The guidance is clear as to when the LA must transition children in certain school year groups.

The transition plan has been regularly reviewed by the Local Authority to ensure that it remains fit for purpose and responds to the pressures of the EHC Transition process. This is version 8 and incorporates a review of learners who were previously due to transition in 2015/16 and 2016/17. Consultation has been held with members of the EHC Assessment workstream within Wakefield which includes professionals from Education, Health and Care and representatives from Schools, SENDIASS and the Parent carer forum; TEAM.

The following table details those children and young people who will still need to undergo EHC Transition between September 2016 and March 2018. Where there is no reference to other year groups this is due to their transition taking place during academic years 2014/15 and 2015/16. This historical data has been removed to make the transition plan a more useable document.

The below table also details if there has been a change to the plan and anticipated timeframe for EHC Transition.

KEY:

* X = No transitions required for that year group in that academic year
* *(Y?)* = year group in that academic year
* **(Number)** = total to transition from group

|  |  |  |  |
| --- | --- | --- | --- |
| **2015/16 Year Group** | **2016/17** | **2017/18** | **Change/No change to plan** |
| Pre-5 | Pre-5 – any outstanding pre-5 learners | X | No change |
| Reception | X | X | No change |
| Y1 | All learners **(84)** *(Y2)* | X | No change |
| Y2 | X | X | No change |
| Y3 | X | All through primary learners whose Annual Review is due in Autumn term **(20)** *(Y5)* | Change |
| Y4 | X | All learners **(83)** *(Y6)* | Change |
| Y5 | Learners whose Annual Review is due Feb-July **(40)** *(Y6)* | X | No change |
| Y6 | X | X | No change |
| Y7 | All learners whose Annual Review is due in Spring and Summer term **(36)** *(Y8)* | All learners whose Annual Review is due in Autumn term **(50)** *(Y9)* | Change |
| Y8 | All learners **(110)** *(Y9)* | X | No change |
| Y9 | X | X | No change |
| Y10 | All learners **(114)** *(Y11)* | X | No change |
| Y11 | X | X | No change |
| Y12 | X | X | No change |
| Y13 | All learners with a statement of SEN **(22)** *(Y14)* | X | No change |
| Y14 | X | X | No change |
| **TOTAL** | **406** | **153** |  |

In addition cases may transition outside of the transition plan under the following circumstances:

|  |  |
| --- | --- |
| Transition between mainstream and special or vice versa | In the academic year of the proposed change of school, if this has not already happened |
| New to district | When becoming resident in Wakefield from another LA |
| Those in youth custody | When released from custody, if this has not already happened |

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
* Year 11 and other school leavers. The meeting for these must be completed by the end of the Autumn term

The Local Authority is responsible for co-ordinating the Transfer Review with the School/Education provider, however the School/Education provider is expected to chair the Transfer Review meeting. An Officer from the Special Educational Needs Assessment and Review Team (SENART) will notify the school/college and parent/young person at least 2 weeks before the review is due. The LA will work with each school/college to support them in planning all the Annual reviews for the year to ensure that the Transition Reviews are known about and planned for in advance. This will include providing lists of named children/young people to transition. The LA will also work with services such as EPS to ensure clear planning for reviews so that information is accurate and up to date. A review cannot take place if a formal appeal is in place.

Prior to the review the school/college should work with the parents/carers and the child/young person to make sure the relevant information in the **‘My Support Plan’** is completed. This could be done individually or with support from a designated Key worker. The school should also ensure that the parts of the My Support Plan relevant to school outcomes are also completed and that the plan is shared with other agencies supporting the child. This should be shared a minimum of two weeks prior to the Transfer review meeting.

The completed My Support Plan forms the basis of the EHC needs assessment and the EHC Plan, in combination with the prior Statement of Special Educational Needs. If advice and information for the ‘My Support Plan’ has previously been provided and all are satisfied that it is sufficient, further information will not be necessary. Local Authorities must finalise the EHC Plan within 18 weeks of the start of the transfer review. In the light of the above, schools should put My Support Plans in place for children with statements of SEN and should do this in priority order.

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 the statement is no longer required and hence the EHC Plan is not required. This would be discussed at the Transfer Review 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 offered as part of the Transition Review.

**Advice and Support Services**

There are lots of services working together to help parents. If a parent contacts a service and it’s not the right one they will discuss who can provide that support and signpost as appropriate. All information is available on the Local Offer

***WESAIL including SENDIASS***

Wakefield Early Support Advice Information and Liaison (WeSail) provides early help for families of children and young people with Special Educational Needs and Disabilities living within the district. WeSail look to provide a ‘one stop’ service to provide information and advice alongside early support through a key worker service providing advice, information, emotional and practical support to families. They can also provide a wide range of information to parents.

WeSail also includes the Special Educational Needs Disability Information Advice Support Service (SENDIASS). This service will build on the services already provided to offer parents, carers and young people a broader range of information from one place including the information and support previously given by the Parent Partnership Service.

SENDIASS provides free, impartial information, advice and support to parents, carers, children and young people who have, or may have, special educational needs and/or disabilities (SEND). SENDIASS also work with those organisations, professionals and schools who support children and young people with SEND and their families. The service can include help with completing forms, understanding documents and reports, to resolve disagreements between parents/ carers, the local authority and schools and to support parents with meetings with other professionals such as school meetings. The service also includes an Independent Supporter.

Contact: 01924 379015 / [wesail@kids.org.uk](mailto:wesail@kids.org.uk) / [www.kids.org.uk](http://www.kids.org.uk)

***Independent Supporters***

The role of the independent supporter is to provide parents and children/young people with impartial information and advice in relation to assessments leading to Education, Health and Care Plans and conversion of statements to Education, Health and Care Plans. An independent supporter can help parents and young people to understand the local referral process and the local offer. The supporter can act as the main contact person for the parent/young person throughout the EHC assessment and planning process; liaising across a range of services to help gather information required for an EHC plan.

Contact: 01924 304152 / [wakefieldindependentsupport@barnardos.org.uk](mailto:wakefieldindependentsupport@barnardos.org.uk)

***Advocacy for young people***

Barnardo’s Children’s Advocacy and Participation Service (CAPS) provide an independent advocacy service for young people transitioning from a Statement of Educational Needs to an Education Health and Care Plan or being assessed for an EHC Plan. The service will work directly with young people whose voice may not be clearly heard to contribute to the decisions about their EHC plan. CAPS will work to ensure where there is conflict of opinions regarding the EHC plan that the young person’s views have equal representation. The service should be used by young people when the support from connexions and independent supporters is not enough.

Contact: 01977 552493 / [wakefieldCAPS@barnardos.org.uk](mailto:wakefieldCAPS@barnardos.org.uk)

***Connexions***

Connexions support young people aged 13-19 who need extra help to move on successfully post-16 and young people aged up to 19 (or up to 25 with a learning difficulty or disability) who are unemployed. Connexions Personal Advisers are trained to support young people through a range of issues which impact their lives. They will meet with young people in school, college, or at their learning provider to discuss and assess their needs, putting an action plan in place to ensure that they understand clearly what steps they should be taking.

Contact: 01924 371579 / [connexions.wakefield@prospects.co.uk](mailto:connexions.wakefield@prospects.co.uk) / [www.connexionswakefield.co.uk](http://www.connexionswakefield.co.uk)

**Amendments to this plan**

Consultation was completed on this plan during summer 2014 with a range of parents, young people and services alongside consultation for Wakefield Local Offer through drop-in sessions and co-ordinated by the SEND reform engagement work stream. Further consultation and discussion has taken place since. The LA is required to review and update this plan on an annual basis. This will be published on the local offer website and shared with schools, agencies and parents/young people. It has been updated in May 2016 to reflect updated information.

**Contact Details**

Further information can be found on the Wakefield Local Offer at:

<http://wakefield.mylocaloffer.org>

Or by contacting the Special Educational Needs Assessment and Review Team (SENART) on 01924 302465 / [SENART@wakefield.gov.uk](mailto:SENART@wakefield.gov.uk)