

1st of September 2014

Dear Parent/Carer

Conversion of Statements of Special Educational Needs and Learning Difficulty Assessments to Education Health and Care Plans.

I am writing to you because you have a child or young person with a statement of SEN. A change in the law from 1 September means that we will start to convert statements to Education Health and Care (EHC) Plans. This letter does not explain everything about EHC Plans. It explains how a statement becomes an EHC Plan.

I want to explain what this means for you and your child. The changes being made are intended to give you more involvement in how your child is supported. These changes will take time to put in place but be assured that in the meantime your child's SEN statement will remain with all of the current legal protections.

If you would like to know more about these changes you can talk to your child's school or setting, Parent Partnership Service or your child's SEN Officer. You can find more information at the web addresses at the end of this letter.

What is the difference between a statement and an EHC Plan?

An EHC Plan is like a statement but has more sections. You can expect to be more involved in explaining the sorts of things you want to go on the Plan, and we want you to be more involved in decisions by telling us what is important to you. The way you are involved in the process should feel different to you. You will be offered support to make sure you can express and record your views, as well as those of your child or young person.

The EHC Plan describes all of your child's needs, and then says what outcomes everyone should be aiming to achieve with your child or young person. The Plan describes what special educational provision should be made. It also includes more information about the provision that health and social care may be making for your child or young person. The Plan is based on outcomes for your child or young person. As well as naming the school or education setting, it says:

- what provision should be made,
- how it should be made, and
- how it will contribute to the outcomes that your child or young person is working towards.

What happens when my child or young person transfers to an EHC Plan?

This is done through a “Conversion Review”. A conversion Review replaces the annual review of the statement in the academic year that the child or young person transfers to an EHC Plan. A shortened version of the new EHC assessment takes place.

You will be asked if you would like any support or advice, or someone to help you. Rather than ask for new reports, we will see what reports are in place and already provide up to date information. If we need new reports they will be requested by the school.

From the date on which the school let you know that a transfer review is taking place, an EHC Plan will be issued 16 weeks later. You do not lose any protections or rights that you and your child or young people have at the moment. You can still appeal to the SEN Tribunal against the educational aspects of the EHC Plan.

How will I know when it is time for my child or young person’s statement to be transferred to an EHC Plan?

There are over 1500 children and young people with statements maintained by Lambeth – and so we can’t carry out Conversion Reviews and transfer all children and young people to EHC Plans in the first year. The Government has given us some rules to follow and some priorities to consider. All statements must be transferred to EHC Plans by April 2018. We will do this as quickly as we can, but we want to do it properly.

Conversion Process for Children and Young People with Statements of SEN

Pre- conversion review meeting

To conduct a transfer review the local authority must undertake an EHC needs assessment. In many cases much of the assessment information contained within the statement will be recent and relevant, and the school will be able to complete the transfer review promptly.

- The school provide the SEN team, parents, young people and all involved professionals with 6 weeks’ notice of meeting date.
- The school will send a standard letter to parents / carers / young people explaining the process.
- The school/setting issue invites for the transfer review meeting.

- Schools ensure up to date information from professionals currently working with the child/young person is submitted for circulation 2 weeks prior to the date of the transfer review meeting.
- The schools / setting using the EHC assessment paperwork will gather parental and child / young person's contributions. Schools should begin to develop the Profile through meetings with the child, young person and their family.
- Once the reports have been received by the school, copies will be sent to the parents / carers / young person a week in advance of the meeting, along with a proposed EHC plan.

Week 1

Conversion review meeting

- This meeting should, where possible take place at the point the annual review was due to occur. For example Year 5 pupils would normally have their reviews in the summer term.
- Outcomes are developed for inclusion in EHC Plan along with provision identified to support the child/young person to achieve outcomes.
- The school will chair this meeting; ensuring relevant professionals are invited and subsequently complete the transfer review documentation.
- Parents (and child/young person where possible) must be at the review unless they are represented by another person
- The format of the meeting will be to review the draft EHC plan, taking particular account of progress / challenges over the last year and then setting new targets.
- Following the meeting the paperwork will be returned to the SEN team, where any final collation of information will be completed and a proposed EHC plan sent out within 8 weeks for any responses / amendments.

Week 2 - 3

- Within two weeks of the transfer review meeting the school MUST send the completed transfer review documentation to the Local Authority (SEN Team).

Week 3 - 9

- On receiving the transfer review documentation the Local Authority will decide whether the information is sufficient, or supplementary information is required for the purposes of the EHC needs assessment.

Week 10

- No later than 10 weeks after the transfer meeting the local authority must decide whether it is going to issue an EHC Plan
- Draft EHC Plan issued

When it will happen?

Lambeth LA is required to transfer Statements of Special Educational Needs (SEN) over to Education, Health and Care Plans (EHC Plans) by no later than April 2018 and where appropriate transfer Learning Difficulty Assessments (LDAs) to EHC Plans no later than September 2016.

The DfE guidance sets out that all school leavers must be transferred as a priority from September 2014. Lambeth's initial plan recognises the DfE has identified additional priority year groups for transfer:

A Phased Approach

PHASE 1 1st September 2014 – 31st August 2015:

- All Learning Disability Assessments (LDAs post 16) to be converted for young people continuing in further education or training.
- All children/young people in Year 11 (not just those continuing in further education)
- Children in nursery/pre-school due to start Reception in September 2015
- All Year 2, 5 and 9

- | |
|---|
| <ul style="list-style-type: none">• Children/young people leaving custody• Children/young people moving from one local authority to another• Children/young people transferring from a mainstream to a special school |
|---|

PHASE 2 1st September 2015 – 31st August 2016:

- All Learning Disability Assessments (LDAs post 16) to be converted for young people continuing in further education or training.
- All children/young people in Year 11 (not just those continuing in further education)
- Children in nursery/pre-school due to start Reception in September 2015
- All Year 2, 5, 7 and 9 children
- Children/young people transferring from a mainstream to a special school

- | |
|---|
| <ul style="list-style-type: none">• Children/young people leaving custody• Children/young people moving from one local authority to another• Children/young people transferring from a mainstream to a special school |
|---|

PHASE 3 1st September 2016 – 31st August 2017

- Children in nursery/pre-school due to start Reception in September 2016
- All Year 2, 5 and 9 children

- Children/young people leaving custody
- Children/young people moving from one local authority to another
- Children/young people transferring from a mainstream to a special school

PHASE 4 1st September 2017 – 31st March 2018

- Phase 4 becomes a period of time in which to convert all outstanding Statements of SEN.

- Children/young people leaving custody
- Children/young people moving from one local authority to another
- Children/young people transferring from a mainstream to a special school

Proposed Timetable:

	Phase 1	Phase 2	Phase 3	Phase 4*	Notes
	Sept 14 – Aug 15	Sept 15 – Aug 16	Sept 16 – Aug 17	Sept 17 – Apr 18	No. of children
Nursery/Pre-School	Conversion	EHC	EHC	EHC	24
Reception	Statement	EHC	EHC	EHC	39
Year 1	Statement	Statement	EHC	EHC	71
Year 2	Conversion	Conversion	Conversion	EHC	96
Year 3	Statement	EHC	EHC	EHC	106
Year 4	Statement	Statement	EHC	EHC	104
Year 5	Conversion	Conversion	Conversion	EHC	123
Year 6	Statement*	EHC	EHC	EHC	132
Year 7	Statement	Conversion	EHC	EHC	126
Year 8	Statement	Statement	EHC	EHC	141
Year 9	Conversion	Conversion	Conversion	EHC	121
Year 10	Statement	EHC	EHC	EHC	133
Year 11	Conversion	Conversion	EHC	EHC	138
Year 12	Statement	EHC	EHC		124
Year 13	Conversion	Conversion	EHC		67
Year 14	Conversion	EHC	EHC		36
Total	605	705	271		1581

Year 6*

Because these children are already a priority for the authority, all of the 132 pupils who will be secondary transferring in 2015 were subject to an annual review during the summer 2014 and the process to amend their SSEN is already underway in order to provide them with confirmed school placements by February 2015. Their Statements will now be transferred at annual reviews during the autumn of Year 7 and plans issued before the end of July 2016.

Who will be there to help me understand all of this?

During the conversion Review process we will make sure that a named person will act as a key-worker – co-ordinating matters and ensuring you are kept informed. You may like to have an independent supporter, and we will let you know who to contact.

From September you can see information on the Council's Local Offer web-site at <http://www.younglambeth.org/local-offer/landing-pages/local-offer.html>

Or you can talk to the head teacher or SENCO at your child's school.

All general enquiries regarding Lambeth's plan for transferring children and young people with Statements of SEN and LDAs should be made to:

Lambeth SEN Team

Tel: 020 7926 9460 / 67754

Email: aeracleous@lambeth.gov.uk or mreid@lambeth.gov.uk

Yours sincerely,



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