

Agenda for Conversion Review Meeting

NAME/dob

VENUE/DATE/TIME

Chair – Minutes –

Introduction and time keeping

Aims:

- To convert Xxx's SEN Statement to an EHC Plan
- To review progress
- To set new Outcomes – long term and short term
- To discuss school placement

Conversion:

- Views of Xxx in Section A
- Views and aspirations of parents in Section A
- Review strengths and needs for each category of SEND in Section B
- Add new information to Section B based on parental and professional knowledge at this time in Section B
- Identify priorities (e.g. To develop ...) Section E
- Set long term Outcomes in Section E
- Set short term Outcomes in Section E

Annual Review document finalise parts not covered in EHC Plan conversion

Discussion of placement

Conclude meeting informing all present of next steps/agreed actions

Feedback of the process from all involved