

**Early Years/School/College Report for Conversion Review or Annual Review
Of a child/young person with a Statement of SEN/EHC Plan**

Child/Young Person's Information			
Surname		Home address	
Other names			
Date of birth			
Gender			
		Post code	
Parent/carers		Address (if different)	

Educational Setting Information			
Name of setting		Telephone	
Address		email	
SEND lead			

People who attended the Conversion/Annual Review		Attended Yes/no	Report Yes/no
Name	Designation		

Section 1: Child/Young Person's View/My One Page Profile

(This needs to be completed for Annual Review Meetings only. For Conversion Review Meetings the child/young person's views can be put directly into the EHC Template)

My interests/dreams/hopes and aspirations. What I think about my learning. What I think my strengths, skills, strong points are in all areas (e.g. friendships, social skills, leadership skills, motivations, sporting skills, musical skills, art skills, all other academic skills). What I think my challenges are and/or what I find difficult about learning.

A child/young person's views can be represented in many creative ways: pictures, photos with annotations, symbols, mind-maps, paragraphs scribed by a friend/family member/TA etc, paragraphs written by the child/young person.

Section 2: Parent/Carers View

(This needs to be completed for Annual Review Meetings only. For Conversion Review Meetings the Parent/Carer's views can be put directly into the EHC Template)

<p>My child's strengths:</p> <p>What I would like to see my child doing next:</p> <p>My hopes for their future:</p>
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Section 3: Baseline assessment: the strengths and needs identified by (name key educational professionals involved in providing information e.g. class teacher, form tutor, subject teacher, head of year, teaching assistant, learning support teacher, EPs, Speech & Language Therapist, Occupational Therapists, Physiotherapists, CAMHS workers, Social Care practitioners etc.)
Professionals are only required to provide strengths and needs on areas directly targeted in the child/young person's Statement of SEN or EHC Plan.

Baseline assessment <i>Details of assessment tests can be put in this section e.g. curriculum levels, test scores, etc.</i>	Strengths & skills identified	Special educational needs identified
1. Communication and interaction		

Target for year leading up to Annual Review	Progress made toward achieving this target

Baseline assessment <i>Details of assessment tests can be put in this section e.g. curriculum levels, test scores, etc.</i>	Strengths & skills identified in coordinated assessments	Special educational needs identified in coordinated assessments
2. Cognition and learning		

Target for year leading up to Annual Review	Progress made toward achieving this target

Baseline assessment <i>Details of assessment tests can be put in this section e.g. curriculum levels, test scores, etc.</i>	Strengths & skills identified	Special educational needs identified
3. Social, emotional and mental health		

Target for year leading up to Annual Review	Progress made toward achieving this target

Baseline assessment <i>Details of assessment tests can be put in this section e.g. curriculum levels, test scores, etc.</i>	Strengths & skills identified	Special educational needs identified
4. Sensory and/or physical		

Target for year leading up to Annual Review	Progress made toward achieving this target

Baseline assessment <i>Details of assessment tests can be put in this section e.g. curriculum levels, test scores, etc.</i>	Strengths & skills identified	Special educational needs identified
5. Independence and community involvement		

Target for year leading up to Annual Review	Progress made toward achieving this target

Section 4: Suggested outcomes and evidence-based provision to achieve them

Long Term Outcomes:

(think towards the next transition point this will depend on the age of the child/young person, but roughly 2 – 3 years in the future).

Desired Outcomes (what this will mean for.....)	Whatneeds to support him/her	How often this will need to happen and how will it be reviewed	Who will provide the support? Education Health Social Care	How will we know if the outcome is being met

Short Term Outcomes:

(what you think the child/young person could be doing/saying/experiencing in the next year)

Desired Outcomes (what this will mean for.....)	Whatneeds to support him/her	How often this will need to happen and how will it be reviewed	Who will provide the support? Education Health Social Care	How will we know if the outcome is being met

Section 5: Information for Section G of EHC Plan – Health Provision

(This is Health provision that is **NOT** related to education or training)

Outcome	Health Provision

Section 6: Information for Section H1 and H2 of EHC Plan – Social Care Provision

(This is Social Care provision that is **NOT** related to education or training)

Outcome	Social Care Provision

Section 7: Personal Budget

Only applicable to Conversion Review Meetings

Was the parent/carer/young person aged 16 or more informed of how to find out information about accessing a personal budget? YES/NO
<i>If yes, what information was given and by whom?</i>
<i>If no, why was this?</i>

Section 8: Actions

Does the description in Part 2 of the Statement of SEN remain accurate?
<i>If not, what changes need to be made?</i>

Does the provision in Part 2 of the Statement of SEN remain appropriate?
<i>If not, what changes need to be made?</i>

Does the Local Authority provide home to educational setting transport? YES/NO
<i>If yes:</i>
<i>What type of transport?</i>
<i>Does the transport remain appropriate? Give reasons for your answer.</i>

If the young person is of secondary school age is there a travel plan in operation?

If not what steps are being made to encourage independent travel?

Please describe any action to be taken following this review

What action is to be taken?

Who will complete the action?

When will it be completed by?

Any comments or feedback from the people who attended the review.

Signed:

Date:

Insert name and professional title of person chairing the Conversion/Annual Review Meeting