



01 September 2014

**Conversion Review - Notification to schools**

Dear SENCO / Headteacher

In accordance with the Children and Families Act 2014 Lambeth LA is required to transfer all Statements of SEN over to EHC Plans by no later than April 2018 and, where appropriate, transfer Learning Difficulty Assessments (LDAs) to EHC Plans no later than September 2016.

In order to achieve this it is proposed that conversions will happen as part of an 'extended annual review' process. This conversion meeting will take the place of the Annual Review meeting scheduled for that year. The process and extended meeting will follow a person centred approach, in line with the underpinning principles of the reform. Parents/carers, children and young people will be at the heart of the process with their involvement being central to the development of each new EHC Plan.

**Please see below a list of Lambeth pupils in your school who, based on year group and in line with our published time table of conversions, need to have a Conversion Review Meeting this term.** If this list contains errors or is incomplete please let me know as soon as possible. To facilitate this process can you please check that the pupil/s is/are known to you and that you are making arrangements for their conversion review.

**PUPILS DUE REVIEWS AUTUMN TERM 2014:**

<b>Pupil Name</b>	<b>DoB</b>
<<Denny Different>>	<<10/12/10>>

London Borough of Lambeth  
**Special Educational Needs Team**  
**Children's Social Care**  
1<sup>st</sup> Floor, Olive Morris House  
18 Brixton Hill  
London SW2 1RL

Telephone: 020 7926 9460  
Facsimile: 020 7926 9453  
www.lambeth.gov.uk



INVESTOR IN PEOPLE

Please be aware that Lambeth are responsible for maintaining approximately 1600 statements; it is not therefore possible for us to be able to attend all conversion reviews. However, The SEN team will provide direct support through attendance at a number of the first transition review meetings in each school/setting. The SEN Officer will agree this with each setting and the team will then provide support as usual where there are particular concerns / complexities.

Guidance for *Preparing for and Running a Conversion Meeting* is included. We have designed a professional report template which gathers information in a way that will facilitate a person centred conversion meeting. This means that the information in the reports must focus on the child/young person's strengths, just as much as on their special educational needs. The usual recommendations section is replaced by a focus on setting outcomes and recommending the type of provision needed to be put in place to ensure the child/young person reaches these outcomes.

### Proposed Timetable: Phase 1 Sept 14 – Aug 15

Phase 1	Autumn 2014	Spring 2015	Summer 2015
	Sept 14 – Dec 15	Jan 15 – April 15	April 15 – Aug 15
Nursery/Pre-School	Conversion	Conversion	
Reception			
Year 1			
Year 2	Conversion	Conversion	
Year 3			
Year 4			
Year 5		Conversion	Conversion
Year 6			
Year 7		Conversion	Conversion
Year 8			
Year 9	Conversion	Conversion	
Year 10			
Year 11	Conversion**	Conversion**	
Year 12			
Year 13		Conversion*	Conversion*
Year 14	Conversion*		

**\*Only students who will be leaving school to start college/apprenticeships after September 2015, and need support over and above that ordinarily available, will require their Statements to be converted into EHC Plans during the year prior to starting college.**

**\*\*Students remaining in school for 6th form after September 2015 will have their statements converted during Year 11.**

It is important that schools adhere to the schedule for conversion as set out in the above table so that Lambeth SEND can ensure that all conversions are made in a line with statutory guidance.

Please let me know the date and time of the reviews by email to [XXXXXXXX@lambeth.gov.uk](mailto:XXXXXXXX@lambeth.gov.uk), For the attention of «NamedOfficer». Email is our preferred form of correspondence.

Following the conversion review meeting, all review reports **must** be returned within two weeks after the meeting takes place.

If you would like to discuss the conversion review process in any more detail please do not hesitate to contact me on the number below. Please be aware that I will not be able to attend reviews held on a Thursday as this is the day that we are based in the office. Please bear this in mind when scheduling review dates that you would like me to attend.

Yours sincerely,

SEND Management and Monitoring Officer  
Special Educational Needs  
Education, Learning & Skills  
Delivery Cluster  
London Borough of Lambeth  
Phone: 020 7926 XXXX  
Fax: 020 7926 9453  
[xxxxxxxxxxxx@lambeth.gov.uk](mailto:xxxxxxxxxxxx@lambeth.gov.uk)