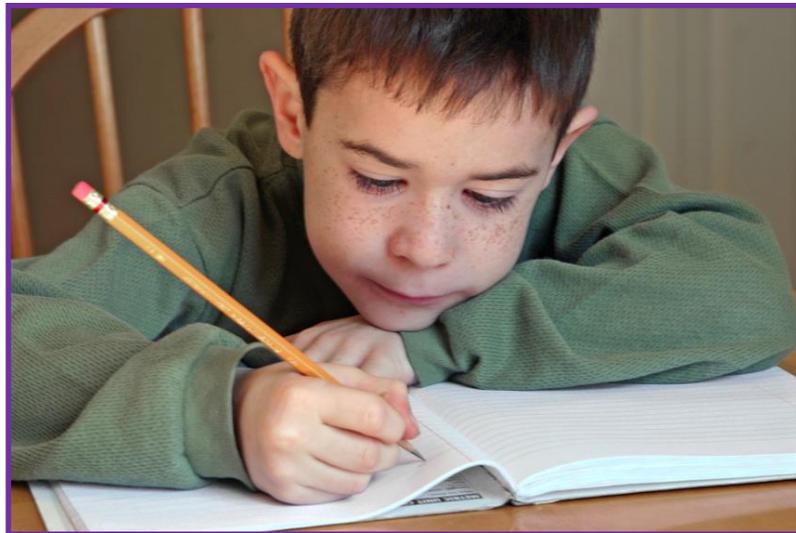


Royal Borough of Windsor and Maidenhead

Local Transfer Plan

for transferring Statements of Special Educational Needs and
Learning Difficulty Assessments to an Education, Health and Care Plan



Updated September 2016



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1. Purpose of this plan

This document sets out the Royal Borough of Windsor and Maidenhead's plan to transfer Statements of Special Educational Needs (SEN)* and Learning Difficulty Assessments (LDAs) to Education, Health and Care (EHC) Plans. Its aim is to inform parents about when their child or the young person is likely to transfer from a Statement or LDA to an EHC Plan and what the process will involve.

The first version of this plan, published in September 2014, was developed in consultation with families with children and young people with SEN as well as schools, colleges, and health organisations that are involved in transferring children and young people to the new system of EHC Plans. The groups we consulted with are detailed below:

- The Royal Borough of Windsor and Maidenhead (RBWM)'s Education, Health and Care Plan working group with representation from:
 - Local Authority Services (Children and Young People Disability Service, Educational Psychology Service, Adults Social Care)
 - East Berkshire College
 - Information, Advice and Support Service for Windsor and Maidenhead (formerly known as the Parent Partnership)
 - Parent Carer Council
 - Berkshire Healthcare Foundation Trust
 - Manor Green School
- Parents and carers who attended focus group sessions on the EHC Plan during July 2014
- The Children and Young People Disability Service Parents and Carers Consultation Group (electronic consultation group of 70+parents and carers)
- RBWM schools through discussions at an open event for all Headteachers and SENCOs held in July 2014 and sharing the draft plan with all RBWM schools.
- Other Local FE Colleges including Berkshire College of Agriculture, Bracknell and Wokingham College, Reading College and Independent Specialist Providers

The updated version of this plan (September 2016) amends the original plan and is being shared with relevant groups.

The revised version of the plan will be published in the Education, Health and Care Plan section of RBWM's Local Offer website at the following [link](#)

**Referred to in this document as Statements*

2. Background

The Children and Families Act 2014 introduced a number of wide ranging reforms from 1 September 2014 to improve outcomes for children and young people with SEN and disabilities.

The reforms include a new integrated assessment process which may lead to an Education, Health and Care (EHC) Plan for children and young people aged 0-25. The EHC Plan replaces the current SEN Statement and Learning Difficulty Assessments (LDAs) which are also known as Section 139As.

EHC Plans set out the child or young person's needs across education, health and care. They also detail the desired outcomes for the child/ young person and the provision required to meet these outcomes. EHC Plans are co-produced with families so that they are tailored to individual needs and take account of the views, wishes and feelings of the child and their parents, or the young person. Families also have the option of a Personal Budget for relevant provision within their EHC Plan to give them more flexibility and control over the services they receive.

Further information on EHC plans is available in the [new Special Educational Needs and Disability \(SEND\) Code of Practice](#) and the [Guide for Parents/Carers to the SEND reforms](#). Information is also available in the [EHC Section](#) of RBWM's Local Offer website.

The vast majority of children and young people who have a Statement, and young people who are receiving additional provision as a result of a LDA, will be gradually transferred over to an EHC Plan.

3. National timeframe on transition from Statements and LDAs to EHC Plans

National guidance has been published which has set out the timescales for the transfer of existing Statements and LDAs to an EHC Plan.

SEN Statements

The transition period for Local Authorities to transfer children and young people with SEN Statements to EHC Plans is from **1 September 2014 to 1 April 2018**.

Learning Difficulty Assessments

The transition period to transfer young people with LDAs to EHC Plans is from **1**

September 2014 to 1 September 2016 (with a 3 month extension until December 2016 in exceptional circumstances).

Within these overall timeframes, there are also specific requirements on Local Authorities with regard to when certain groups of children and young people should transfer to an EHC Plan. This is to ensure, in particular, that assessment and planning has taken place in a timely manner in order to support successful transitions between schools, or from one phase of education to another.

Local Authorities are required to prioritise transfers from statements to EHC Plans for those children and young people who are at a significant point of transition in their education and for whom a substantial review of the Statement would have otherwise taken place.

In summary, the expectation is that children and young people will transfer from Statements to EHC Plans in advance of **their transition to the next phase of education**. Where the child or young person is moving to another educational setting, the Local Authority must transfer them to the new system

Local Authorities are also required to transfer children in **Year 9** to EHC Plans to take account of the planning needed for a young person to make a successful transition to adulthood.

Timing of transfers from statements of SEN to the new SEN and Disability System (as set out by the DfE Guidance: *Transition to the new 0-25 Special Educational Needs and Disability System Sept 2015*)

From September 2014, there were two categories of children and young people with statements of SEN whose needs **must** be reviewed with a view to the issue of EHC Plans:

- those leaving youth custody; and
- those transferring from school (including school sixth forms) to a post-16 institution or an apprenticeship. (In 2014/15 this had to be done by 31 May 2015.)

Between 1 September 2015 and 31 March 2018, local authorities **must** also transfer children and young people with statements of SEN to the new arrangements:

- in year 9;
- when leaving youth custody; and
- prior to them moving from:
 - relevant early years settings to school (including where the child remains at the same institution),
 - infant to junior school,

- primary to middle school,
- primary to secondary school,
- middle to secondary school,
- school (including school sixth forms) to a post-16 institution or an apprenticeship,
- mainstream school to special school, or
- special school to mainstream school.

In addition, local authorities should aim to transfer the following groups of children and young people between 1 September 2016 and 31 March 2018:

- all children with statements of SEN in year 6, not just those who are transferring from one institution to another – in 2016/17 local authorities must consult the child’s parents on whether to secure an EHC assessment;
- all children and young people in year 11, not just those who are moving into further education; and
- those moving between one local authority and another.

For further details on the on the national requirements, please see the following guidance: [Transition to the new 0-25 Special Educational Needs and Disability System \(September 2015\)](#)

4. Local arrangements with RBWM

Within the national timeframes described in section 3 above, Local Authorities can determine their specific arrangements for transferring children and young people to an EHC Plan during the transition period.

Our arrangements within RBWM for transferring children and young people to an EHC Plan take into account the different school systems which operate in Maidenhead and Ascot (system of Primary and Secondary schools or Infant, Junior and Secondary schools) and Windsor (system of First, Middle and Upper schools).

The information below shows when the phase transfer takes place within the Windsor system and Maidenhead and Ascot system.

Windsor system:	Year of Phase transfer
First School: <i>(Reception – Year 4)</i>	Year 4
Middle School	Year 8

(Year 5- Year 8)	
Upper School (Year 9- Year 13)	Year 11, 12 or 13

Maidenhead and Ascot System 1	Year of Phase transfer
Infant School: (Reception - Year 2)	Year 2
Junior School: (Year 2 - Year 6)	Year 6
Secondary school (Year 7 to Year 13)	Year 11, 12 or 13 or 14

Or

Maidenhead and Ascot System 2	Year of Phase transfer
Primary School (Reception through to Year 6)	Year 6
Secondary school (Year 7 to Year 13)	Year 11, 12 or 13 or 14

4.1 Numbers of children and young people with Statements to be transferred to an EHC Plan in each year and the order in which they will be transferred.

As at end of August 2014 there were 754 Statements of SEN in place in RBWM. The proposed timetable to transfer this cohort of children and young people to an EHC Plan is detailed below.

There may also be exceptions to the timetable in individual circumstances and families will be notified if this applies to them. The proposed timetable may also be revised as part of our annual review of this Local Transfer Plan.

Timetable for the Transfer of Statements to Education, Health and Care Plans

Academic year 2015/6		Academic year 2016/7		Academic year 2017/8	
Windsor	Maidenhead/Ascot* and in area and out of area Special Schools	Windsor	Maidenhead/Ascot* and in area and out of area Special Schools	Windsor	Maidenhead/Ascot* and in area and out of area Special Schools
	Year 2	Year 2	Year 2	Year 2	Year 2
			Year 3		
Year 4		Year 4	Year 4	Year 4	
		Year 5			
	Year 6	Year 6	Year 6		Year 6
			Year 7 <i>(missed year 6 transfers)</i>		
Year 8		Year 8	Year 8	Year 8	
Year 9	Year 9		Year 9	Year 10s	
			Year 10 <i>(missed year 9 transfers)</i>		
Year 11	Year 11	Year 11	Year 11		
Year 12	Year 12				
Year 13	Year 13	Year 13	Year 13		
	Year 14		Year 14		

* including special schools in and out of area

Please note where year groups are included that are not the usual phase transfer years this is to accommodate missed transfer reviews from previous years

Please note that in addition children and young people can be transferred outside of the year group shown above where this is requested by parents or young people.

When in the academic year the transfers will take place

Transfers will take place in the Autumn term for pupils who are in a usual phase transfer year (moving school) and in the spring/summer term if they are not in a phase transfer year.

Where a Transfer Review is conducted within 12 months of a forthcoming transfer between phases of education, the local authority **must** complete the Transfer Review before:

- **31 March** in the calendar year of the child or young person's transfer from secondary school to a post-16 institution; and
- **15 February** in the calendar year of the child's transfer in any other case.

Academic year 2016/7	To be completed by
Autumn Term 2016	
Year 2 – Maidenhead/Ascot	To be completed by 15 th February 2017
Year 4 - Windsor	To be completed by 15 th February 2017
Year 6 – Maidenhead/Ascot	To be completed by 15 th February 2017
Year 8 - Windsor	To be completed by 15 th February 2017
Year 11 Windsor and Maidenhead/Ascot	To be completed by 31 st March 2017 if going onto a post 16 institution
Year 13 – Windsor and Maidenhead/Ascot	To be completed by 31 st March 2017 if going onto a post 16 institution
Year 14 – Maidenhead/Ascot	To be completed by 31 st March 2017 if going onto a post 16 institution
Spring/Summer term 2017	
Year 2 – Windsor	End of July 2017
Year 3 – Maidenhead/Ascot	End of July 2017
Year 4 – Maidenhead/Ascot	End of July 2017
Year 5 - Windsor	End of July 2017
Year 6 - Windsor	End of July 2017

Year 7 – Maidenhead/Ascot	End of July 2017
Year 8 – Maidenhead/Ascot	End of July 2017
Year 9 – Maidenhead/Ascot	End of July 2017
Year 10 – Maidenhead/Ascot	End of July 2017

In the final year of 2017/8 all transfers will take place in the Autumn term to be completed by 31st March 2018.

Academic year 2017/8	To be completed by:
Autumn Term 2017	
Year 2 – Windsor and Maidenhead/Ascot	31 st March 2018
Year 4 - Windsor	31 st March 2018
Year 6 – Maidenhead/Ascot	31 st March 2018
Year 8 - Windsor	31 st March 2018
Year 10 - Windsor	31 st March 2018

5. How families and educational institutions will be made aware of the arrangements for a child or young person's transfer

This Local Transfer Plan is published on the Local Offer website so that families know when in the overall timetable children and young people are likely to transfer from a statement or LDA to an EHC Plan.

The Royal Borough of Windsor and Maidenhead (RBWM)'s Children and Young People Disability Service also writes to individual families to inform them of the start of the transfer review process at least 2 weeks before the process starts.

A series of Transfer Review workshops have also been offered to families through the Information, Advice and Support Service (IAS) Service. A factsheet on the Transfer Review process has also been produced by the IAS Service and is available for families on the Local Offer at the following [link](#).

The Children and Young People Disability Service has also held Information sessions with RBWM schools about the transfer review requirements and guidance packs for schools have been developed – these are available on the Local Offer at the following [link](#).

Each school also has a link Assessment Co-ordinator from the Children and Young People Disability Service who will attend the Transfer Review meeting and act as a point of contact for the school.

6. The transfer review process for transferring children and young people with Statements

To transfer a child or young person from a Statement to an EHC Plan, Local Authorities must undertake a '**Transfer Review**', which is an Education, Health and Care Needs Assessment.

The school or education setting will usually hold the Transfer Review meeting. The transfer review meeting is attended by an Assessment Co-ordinator from the Children and Young People Disability Service. The child's parents or the young person must be invited to attend the transfer review meeting.

In the academic year in which the local authority intends to transfer a child or young person from a Statement to the new system, the transfer review should replace the annual review of the Statement. Where the transfer review does replace the annual review, it must be completed within 12 months of the Statement being issued or of the previous annual review of the Statement.

Where a Transfer Review is conducted within 12 months of a forthcoming transfer between phases of education, the local authority **must** complete the Transfer Review before:

- **31 March** in the calendar year of the child or young person's transfer from secondary school to a post-16 institution; and
- **15 February** in the calendar year of the child's transfer in any other case.

As part of the Transfer Review, an EHC needs assessment will be carried out to establish the child or young person's current needs, agree the outcomes sought and identify provision to support the child/young person to achieve those outcomes. Section 9.49 of the SEND Code of Practice sets out who should be involved in an EHC Needs Assessment. It is important to note, however, that the local authority will not seek any additional advice for this assessment if such advice has been previously provided and the parents/young person, the local authority and the person (service) providing the report or advice are in agreement that the existing advice is sufficient for the purposes of the EHC needs assessment.

For Transfer Reviews which commenced after 1 September 2015, the Local Authority will finalise an EHC Plan, where one is needed, within **20 weeks** of the start of the Transfer Review (the date of the notification letter), unless there are exceptional circumstances as detailed in the national guidance.

For further information, please see the [Transition to the new 0-25 special educational needs and disability system: Statutory Guidance for Local Authorities \(September 2015\)](#).

A factsheet on the Transfer Review process produced by the Information, Advice and Support Service is also available for families on the Local Offer at the following [link](#).

7. The numbers of young people who currently receive support as a result of a LDA and the arrangements for the transfer of young people

From 1 September 2014 young people in further education or training who are receiving additional support to meet their special educational needs as a result of a LDA have been able to choose either to:

- continue to receive their additional support as a result of their LDA (where it is still required) until the end of their time in further education or training or until **1 September 2016** whichever comes first; or

- request an EHC Needs Assessment.

Young people who are currently receiving support as a result of an LDA and remain in further education or training during the transition period to 31st August 2016, who request and need an EHC Plan, must be issued with one.

The Children and Young People Disability Service wrote to the young people and parents/carers to inform them of the changes to the LDA and the options available to them. The Service also wrote to local colleges to request their support in making students aware of their right to request an EHC Plan and to detail the arrangements for a transfer. Those learners who have high needs and have been identified by the parents/young people or colleges have been transferred or are in the process of being transferred.

The decision to remain on a LDA or request an EHC needs assessment rests with the young person and or parent/carer, within the above time limit.

Where we receive any request for an assessment from a young person in further education or training who has had an LDA, we treat this as a new request for an EHC assessment. Where necessary, a full assessment will be carried out and an EHC Plan drawn-up. This means that a request from a young person should result in an EHC Plan, where one is required, **within 20 weeks**.

8. Sources of impartial SEN information and advice

Special Educational Needs and Disability, Information, Advice and Support Service

The Information, Advice and Support Service (IAS) for Windsor and Maidenhead is a statutory service that was formerly known as the Parent Partnership Service.

The IAS Service provides free, impartial and confidential Information, Advice and Support to children and young people with Special Educational Needs and Disabilities (SEND) and their parents. The service cover all aspects of Education, Social Care and Health related to SEND.

The service can talk you through the transfer process and answer any questions you may have. They can also support you through the transfer process, for example by helping you to contribute to the assessment and planning process, attending meetings with you or reviewing your draft EHC plan with you. The service also has a designated member of staff, who focusses on supporting children and young people on to contribute their views to this process. You can ask the Information, Advice and Support Service for help and advice with any issues arising in relation to SEN and disability, not just the EHC planning process.

Contact details:

- Helpline Tel: 01628 683182
- Email: IAS@rbwm.gov.uk
- Or visit the office based in Riverside Children's Centre in Maidenhead.
- Website: <http://ias-rbwm.co.uk/>

Independent Support Programme

Independent Support is a Government funded programme to provide additional support to children, young people and parents during the implementation of the SEND reforms. The Council for Disabled Children (CDC) has commissioned [Adviza](#) to provide Independent Support within Windsor and Maidenhead in collaboration with the Information, Advice and Support Service.

Independent Supporters are used specifically to support young people and parents through the introduction of the new assessment process and the development of Education, Health and Care (EHC) Plans. Support will be provided to:

- Young people or parents/carers of children being assessed for an Education, Health and Care (EHC) Plan (new entrants)
- Young people or parents/carers of children with a statement converting to an EHC plan
- Young people with a Learning Difficulty Assessment (LDA) converting to an EHC plan.

If you would like to be referred to an Independent Supporter you can contact the IAS Service on 01628 683182 or IAS@rbwm.gov.uk

Information about the Independent Support Programme is also on the Local Offer at the follow [link](#).

9. Contacts for queries about the transfer to EHC Plans

Please contact the Children and Young People Disability Service if you have any queries in relation to the transfer of a Statement or LDA to an EHC Plan.

If you require a copy of this Local Transfer Plan in other languages or formats or if you don't have access to the internet and require a printed copy, please contact the Children and Young People Disability Service.

Tel: 01628 685878

Email CYPDS@rbwm.gov.uk.

10. Further information

- The Government guidance on Transferring Statements to EHC Plans is at the following link: [Transition to the new 0-25 Special Educational Needs and Disability System \(September 2015\)](#)
- [Special Educational Needs and Disability \(SEND\) Code of Practice](#)

Key to terms used

EHC Plan	Education, Health and Care Plan
LDA	Learning Difficulty Assessment
SEN	Special Educational Needs
SEND	Special Educational Needs and Disabilities
RBWM	Royal Borough of Windsor and Maidenhead
IAS service	Information, Advice and Support Service
CDC	Council for Disabled Children
CYPDS	Children and Young People Disability Service