

**Leicester City Transition plan**

**Introduction**

Following the introduction of the Children and Families Act 2014, Statements of Special Educational Needs and are being replaced by Education, Health and Care (EHC) plans. Young people in Further Education who are currently receiving support as a result of a Section 139a Learning Difficulty Assessments (LDA) and who request and need this level of support will also be transferred to an EHC plan.

This will be done over a 3 ½ year period with those children or young people who are about to leave their current placement being prioritized first. Children or young people with statements or LDAs will continue to have the same rights and support up to the point where this is replaced by an EHC plan.

An EHC plan will provide better co-ordinated and outcome focused planning for children and young people supporting their transition to further education/training, employment, independent living and support up to the age of 25 years where they require this. An EHC plan also provides greater personalisation of support including the option of a personal budget.

This plan describes how and when Leicester City proposes to transfer children and young people with statements or LDAs to the new EHC plans.

**The transfer review**

Children and young people with statements or LDAs are being transferred to EHC plans through a transfer review as part of an assessment of the child or young person’s education, health and care needs.

The Local Authority is responsible for organising the process for converting statements to plans and for agreeing a new EHC plan. However, the Local Authority will request the school, college or setting to arrange and hold the transfer review.

A transfer review is a one off meeting led by the school, college or setting with the child or young person and their parents/carers and other involved professionals where the child or young person’s views, interests and aspirations, current educational, health and care needs, outcomes and ongoing support needs (including the option of a personal budget) are discussed. This is done as part of the existing processes for reviewing children and young peoples’ progress.

**Conversion timetable**

The following groupings of children and young people will have their transfer review according to the following timetable (approximate numbers are indicated in brackets):

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| **By 31st May 2015** | |
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| 1. | Young people leaving school during 2014/15 to go into Further Education from mainstream, special and independent special schools (100). |
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| **By August 31st 2015** | |
|  | |
| 2. | Children and young people with non-statutory EHC plans, ie, EHC Plans that were issued before September 1st 2014 (220). |
| 3. | Children and young people with a statement who receive a direct payment from Leicester City’s Disabled Children’s Service (60). |
|  | |
| **By August 31st 2016** | |
|  | |
| 4. | Young people in further education/ training (or not in education, employment or training below the age of 18) with an LDA who request and need this level of support and who are remaining in FE beyond this date (300). |
| 5. | Children and young people moving from an Early Years setting to school or moving between schools (124) |
| 6. | Young people in Year 9 (103) |
|  | |
| **By April 1st 2018** | |
|  | |
| 7. | Young people in Year 11 and above who are not leaving school (210) |
| 8. | Children and young people leaving/joining the LA (unknown) |
| 9. | Young People leaving custody (6) |
| 10. | All other children and young people (590) |
|  | |

This conversion timetable lays out the dates by which transfer reviews must be held according to statutory guidance from the Department for Education. Where parents/carers or the young person request that a transfer review is held at an earlier date, this will be accommodated where ever possible.

Young people with a statement or LDA who are 18 years old and above will not require an EHC plan where they are leaving school or further education and training and are:

* not continuing with education or training
* going into paid employment (but excluding apprenticeships, traineeships or supported internships)
* going to university

Where this is the case, the young person’s statement or LDA will lapse at the end of their final year in school or college/setting.

**Informing parents/carers and young people and schools, colleges and settings of the arrangements for a child or young person’s transfer review**

The Local Authority will write to all parents/carers of children with statements of special educational needs and non-statutory EHC plans at school (copy to the school) at the beginning of the academic year within which their child’s transfer review should be held. The school will then write to the parents/carers in the normal way giving them at least 2 weeks notice of their child’s transfer review.

The Local Authority will write to all young people in further education or training with an LDA (copy to the setting) by March 31st 2015 informing them of their right to request a plan.

The Local Authority will then write to those young people in further education or training with an LDA who the Local Authority believes requires a plan and who are remaining in education beyond August 2016 informing them that their transfer review will need to be held by August 2016. The college will then write to the young person and their family giving them at least 2 weeks notice of their young person’s transfer review.

Other young people with an LDA and who are remaining in education beyond 2016 can request a plan and this will be considered through a transfer review organised following receipt of their request.

**Independent Special Educational Needs information and advice**

Independent support and impartial information and advice is available to support parents/carers or the young person through the transfer review process from:

Special Educational Needs Information, Advice and Support (SENDIASS)

Voluntary Action

Leicester

LE1 5SN

Telephone: 0116 2575027

Email: [pps@valonline.org.uk](mailto:pps@valonline.org.uk)

Webpage: <http://www.sendiassleicester.org.uk/>

**Any queries about the process**

For any queries or complaints about the transition to the new system, please contact:

Special Education Service Manager

Special Education Service

10 York Road

Leicester

LE1 5TS

Telephone:        (0116) 454 2050

Fax:                   (0116) 229 4369

Email:               [**ses@leicester.gov.uk**](mailto:ses@leicester.gov.uk)

**Consultation**

The following groups were consulted in developing this plan:

* Leicester City Parent and Carer Forum
* Leicester City Big Mouth Forum
* School, colleges and Early Years settings
* Health services
* Local authority services