

Bexley Process for Transition Reviews

Each educational setting will have their own arrangements for working with families to prepare for a Transition Review Meeting. Most settings agree review dates with families well in advance.

If, at the beginning of Year 9, you do not have a date for your child/young person's Transition Review Meeting we suggest you contact the SENCo at the school, to agree when it will be held.

Parents/carers will be sent a form on which they can provide their views about their child/young person's progress over the last year. This form should be returned to the educational setting prior to the Transition Review Meeting.

The **child/young person is central** to the annual review process and all educational settings should ensure that:

- the child/young person is included as much as possible in the annual review process.
- the child/young person is able to participate and contribute to the review of their education health and care plan. All participation should be meaningful and will therefore be determined by the child/young person's age and needs.
- they have gathered the child/young person's views about their progress and the agreed outcomes that they are working towards.
- they support the child/young person to understand what will happen at the annual review and how they can contribute and share their views both before, and where possible, during the review meeting.

Parents/carers should expect to receive information to be discussed at the review meeting at least **2 weeks before** the meeting date.

The following people **must be invited to attend the review**;

- the child or young person
- the child or young person's parents or carers
- a school representative (e.g. one or more of the following - a class teacher, learning support assistant, SENCo)

The following people **should also be invited to attend the review** if they are involved with the child/young person;

- health professionals (e.g. nurses, speech therapists, occupational therapist etc.)
- a local authority social care representative
- other individuals involved in the child/young person's plan e.g. youth offending team workers, early intervention key workers, outreach teachers etc.
- a local authority SEN case officer if required

If you feel a particular professional should be invited, please advise the meeting coordinator as soon as possible, so that as much notice as possible is given to invitees.

Young people may have an advocate or other representative present and parents/carers may also bring along a friend, adviser, relative or an independent parental supporter if they wish.

Generally, the **Transition Review agenda will cover:**

- the child/young person's views and aspirations
- progress that has been made towards the outcomes identified in their EHCP.
- agreeing new Outcomes (if appropriate)
- focusing on the four Preparing for Adulthood outcomes
- advice on the availability of Individual Budgets if you have requested this.
- parents/carers will have the opportunity to discuss the paperwork that they have received and ask any questions they have about their child's current progress and the agreed outcomes that they will be working towards.
- actions and next steps will be agreed within the review meeting and parents/carers will be told what will happen as a result of the Transition Review Meeting

Within two weeks of the annual review meeting taking place (10 working days, or end of term, whichever is closest), the educational setting must send the completed Annual Review Report to the local authority statutory assessment service **and to everyone who was invited to the meeting.**

They do not need to send any documents which have previously been circulated, but must include any new documents or reports that were not circulated before the meeting.

Once the **Statutory Assessment Service** receive the completed Annual Review Report, they will review it and then write to parent/carers (within 4 weeks) to:

1. Inform them that no changes were requested and no amendments will be made to the EHC plan OR
2. Inform them of the local authority's decision regarding the requested amendments OR
3. Inform them that the EHC plan will be ceased as it is felt that it is no longer necessary for it to be in place.