

Conversions of statements of SEN to EHC plans by 1 April 2018

June 2017

Guidance for schools, early years settings and colleges and other post 16 placements about the planned conversions for all the remaining statements of SEN and your contribution to the process.

By following these guidelines the SENAS team will be able to work in the most effective way possible and support you in the production of comprehensive annual reviews to inform person centred and meaningful EHC plans that will enable the child/young person achieve their outcomes and aspirations.

We know that managing and planning annual reviews can take up a large (and important) part of your role.

We hope you find this information helpful as part of your planning.

Conversion of statements of SEN to EHC Plans

Ealing's Local Offer gives details of Ealing's plan for converting 1010 statements of SEN to EHC Plans. This task has to be completed by 31st March 2018. The documents produced as part of the transfer annual review will be used as the basis for converting the statement of SEN to an EHC Plan. Please ensure that advice is gained from all professionals involved in the child/young person's education, health and care.

Ealing's Local Offer can be accessed at www.ealingfamiliesdirectory.org.uk.

Please use the [transfer annual review template](http://www.egfl.org/send) (word) available on the Ealing Grid for Learning – www.egfl.org/send.

The conversion process starts when the LA (SEND Coordinator) writes to the parent informing them that the conversion process is started and that it is a 20 week process. This letter is separate from the annual review process. The transfer annual review and attached reports would generally be used to draft the EHC Plan.

Conversion Plan for remaining STMS of SEN (1st April 2018)			
Dates	Year Group/Learner Group	Updates	Progress Report
April 2017- April 2018	Yr1, Yr2, Yr3, Yr4	Number of STMs: 355	To be completed by 4 th August 2017
	Yr5, Yr8, Yr9	Number of STMs: 338	To be completed by 15 th February 2018
	Yr 10, Yr 6, Y7 Yr 11	Number of STMS: 251	To be completed by 31 st March 2018
	PLUS individual cases as instructed PLUS new arrivals from other boroughs		

Timing of Annual Reviews. Please note below:

- **Primary schools – Year 5 Annual Reviews**

Please can the year 5 annual review be scheduled for the end of the summer term to allow for planning for secondary transfer in the following September. There is an LA statutory duty for all Statements of SEN to be finalised by the 15th February 2018. If you haven't already held the year 5 annual reviews please schedule it for the summer term and include discussion about secondary transfer.

- **High schools Year 11 and onwards Annual Reviews**

In order to prepare for children/young people leaving school and to convert the Statement of SEN to an EHC Plan please can all leavers' annual reviews be held either in the summer term before the last year

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(ie in Year 10, 11, 12 or 13) or the autumn term of the year of leaving (i.e. Year 11, 12, 13 or 14). For those pupils leaving school in July 2018 and transferring to college or another post 16 provision the final EHC Plan has to be issued by 31st March 2018. Therefore for pupils leaving in July 2018, annual review should take place either in the summer term 2017 or the autumn term 2017. This will enable the most up to date and relevant information to be used to draw up an EHCPlan, focused on the aspirations and outcomes for the young person and continuing the pathway towards preparation for adulthood.

Secondary/High schools

Year 9 annual reviews onwards are the transition annual reviews and must include a focus on preparing for adulthood, including employment, independent living and participation in society. Year 9 reviews should have a particular focus on considering options and choices for the next phase of education.

Residential schools

Residential schools should always consider what package of care/support would be needed to enable the child/young person to return to a local placement. The social worker, where one is allocated, should be invited to attend the annual review. If the child/young person is Looked After then both reviews should be held together where ever possible.

Reminders from SENAS to hold Annual Reviews

The SEN Code of Practice requires LAs to provide to schools, colleges, etc a list of annual reviews due each term. We will begin sending reminders to you with lists of pupils' annual reviews due within a certain timeframe. The EHC Plan annual review template is on the Ealing Grid for Learning – www.egfl.org.uk/send

Electronic Submission of Annual Reviews to SENAS (senas@ealing.gov.uk)

As you know we have set up an electronic system for receiving documents. Please therefore **email** your completed and signed annual review document as **one** email to senas@ealing.gov.uk . In the subject field please add – *type of document (annual review), name of child and name of early years provision/school/college. Please use a secure delivery system such as EGRESS or other system.*

Template Annual Review documents

Transfer annual reviews (statement of SEN to EHC Plan)

Please can you use the [template document](#) (word) which is on the Ealing Grid for Learning www.egfl.org.uk/send. This will greatly assist in producing an EHC Plan which is focused on outcomes and person centred.

Thank you for all your hard work and commitment on behalf of children and young people and their families in Ealing. We are mindful of the many challenges we are all facing and we are therefore keen to work in collaboration with you.

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