The facilitator will...

- manage the meeting - keep it to time, ensure everyone (including the child) is able to be involved
- keep the meeting focussed on outcomes
- make sure that difficult issues are discussed in a way that is comfortable for parents an child
- agree actions and ways forward (action plan)
- make sure everyone receives a copy of the notes

At the end of all this........

- the Local Authority will complete the process and issue the final EHC Plan.
- the EHC Plan will be reviewed annually and updated as required
- the EHC Plan covers your child’s needs and provision around education, health and social care.
- it will remain active as long as your child is in an education setting (school, FE college) and has complex and severe needs requiring the high level of support that the EHC Plan provides.

Nottinghamshire Transfer Review Process
converting statements of SEN into EHC Plans

- Person Centred
- Participative (co-produced by school/LA/parents)
- Outcomes Focussed

Which children will be transferred when?

- 4 phases - school years 2014/15, 2015/16, 2016/17, 2017 to 31/03/2018
- Each Local Authority has set up a transfer schedule, identifying which children are to have a Transfer Review in which phase.
- Until the statement is transferred to an EHC Plan, children will have an annual review of their statement as previously.
- The transfer process for each child takes 20 weeks
- The transfer review meeting is set at least 2 weeks into this period, allowing at least 2 weeks' notice for parents and professionals.
**Who does what in the transfer process?**

**School will:**
- Set a date for the transfer review meeting (based on the LA transfer schedule)
- Collect information about the child
- Invite relevant people
- Hold the transfer review meeting
- Complete the transfer review paperwork
- Submit that to LA

**The LA will:**
- Write the draft EHC Plan using the transfer review paperwork from the meeting
- Send draft EHCP to parents
- Offer a personal budget
- Consider any amendments to the draft EHC Plan if parents are not happy with it
- Issue the final EHC Plan

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**The Transfer Review Meeting**

Person centred review - focus on the child and their needs. School should:

- Identify a facilitator (should be trained in person centred approach) and someone to take notes.
- Plan the meeting - consider venue (in school or a neutral venue, refreshments, music, seating); how child will be able to participate (how will they give their views, should there be some toys for them); talk to parents about how the meeting will be run; prepare the child.
- Prepopulate the paperwork for discussion at the meeting
- Send out invitations