If you have any questions about this booklet, or the information it contains, you can speak to your school/college, or your child’s school or setting, to get more information.

You can also contact any of the following:

<table>
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<tr>
<th>Your SEN Caseworker, SEN Referral and Assessment Team (Mailbox 41), Building 4, North London Business Park, Oakleigh Road South, London N11 1NP</th>
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<tbody>
<tr>
<td>Telephone 020 8359 7007</td>
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<tr>
<td>E-mail <a href="mailto:SENadmin@barnet.gov.uk">SENadmin@barnet.gov.uk</a>  0208 8359 7007</td>
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Barnet SEND Information, Advice and Support Services (formally Parent Partnership). They can be contacted on 020 8859 7637 or by email at Sendiass@barnet.gov.uk.

Barnardos offer a service to young people with SEND and the parents/carers of children and young people with SEND which includes support with the transfer of a Statement into an EHC plan and support with new requests for an EHC Needs assessment. They can be contacted on 020 8551 0011 or by email at ISBarnet@barnardos.org.uk

If you want to tell us what you think about the way the Annual Review was conducted, you can contact any of the people listed above to tell them your views, or you can ask us to send you an evaluation form.

Reviews of Statements and Education Health and Care Plans and Person-centred approaches- A guide for young people and parents/carers
This booklet is to help you understand what is going to happen when the Local Authority reviews your Statement of Special Educational Needs or your Education, Health and Care Plan, or that of your child/young person.

The law in relation to special educational needs was changed in 2014. Statements of special educational needs are being phased out, and children and young people who need them will have Education, Health and Care Plans instead. To do this, Local Authorities have to undertake a Transfer Review if you already have a Statement.

The Department for Education has issued guidance to Local Authorities about which children and young people need to have a Transfer Review, and by when. We have been working to convert all Statements to Education, Health and Care Plans (EHC Plan) where this is needed. There is a programme in place so that we can do this over the coming years.


What kind of Review?

All children and young people will have an annual review of their Statement or Education, Health and Care Plan. But their reviews will be very slightly different, depending on which year group they are in, whether they have a Statement or an EHC Plan, whether they are moving schools and, for older students, whether they wish to remain in education or training.
- having flip chart paper in the room for a meeting so that everyone has an opportunity to share their views. The paper can be stuck to walls and people can write on them during the meeting. This has been a particularly dynamic and successful way to ensure everyone’s participation and has proven very popular with parents and schools who have tried this approach

- having a note-taker at the meeting so that someone else can focus on making sure that everyone can say what they think

- supporting a child or young person to contribute to the outcomes that THEY want to achieve

- supporting parents/carers and children/young people to say what they think and encouraging them to seek independent support from SENDIASS or Barnardos if this is needed.

If you need anything else to help you to make your views known, you should discuss this with your school or setting.

After the Review is completed, we may ask you to tell us how well the Review was conducted and how well it met your needs. You can tell us this by completing and returning an evaluation form that we send you, or you can contact any of the people listed on the back page of this booklet to tell them what you think.

If you have any questions about the Review or about person-centred approaches, please contact one of the people or organisations listed at the back of this booklet.

The different kinds of Reviews are:

- **an Annual Review of a Statement** - for children and young people with a Statement who do not need to have a Transfer Review either this academic year or the next one

- **an Enhanced Annual Review** of a Statement - for children and young people who need to have their Transfer Review in the next academic year (not this one), except Year 9. This is the same as an Annual Review of a Statement, but there is a stronger emphasis on getting more detailed information so that we have everything we need ready for when we carry out the Transfer Review later

- **a Transfer Review** - for children and young people who are in a priority group for having a Transfer Review this academic year. This process can take up to 20 weeks, and will involve a meeting with someone from the Local Authority, usually your/your child’s SEN Caseworker

- Year 9 pupils will have an Enhanced Annual Review in the autumn or spring term of Year 9. During the summer term, the Local Authority will carry out a Transfer review to convert the Statement to an EHC Plan where this is needed

- **an Annual Review of an EHC Plan**. Children and young people who already have an Education, Health and Care Plan will have it reviewed every year.

You can find out which kind of Review you, or your child or young person will have by asking the school or college. You can also ask your SEN Caseworker, or seek advice from Barnet SEND Information, Advice and Support Services (formally Parent Partnership) They can be contacted on 020 8359 7637 or by email at Sendiass@barnet.gov.uk.

Before any of these Review meetings, we will send you a letter to tell you which kind of Review it will be and what will happen next.

If you need any help to understand what is happening, or want any help to tell us what you think, you can speak with your SEN Caseworker, or the school/setting, or get independent help. There is more information about this on the back page of this booklet.

The next part of this booklet tells you how we will try to help you to tell us what you think.

**Taking a ‘person-centred’ approach**

By taking a person-centred approach within a family context, we, and all the professionals who work with you, want to ensure that you are fully involved in the Annual Review whichever form this takes.

Taking a ‘Person-centred’ approach means that we will:

- focus on the child or young person as an individual
- help you and your family to express your views, wishes and feelings
- help you and your family to be part of the decision-making process
- make things as easy as possible to understand, and use clear ordinary language and images
- highlight the things that you or your child/young person is good at
- help you, (or your child) to say what you have done, what you are interested in and what you want to achieve in the future
- tailor support to the needs of you and your family
- organise things, as far as possible, so that you do not have to attend a lot of meetings
- bring together, as far as possible, all the people involved to discuss and agree together with you what everyone will do to help, and
- deliver an outcomes-focused and co-ordinated plan.

**Examples of good person-centred practice from Barnet schools**

- adapting the forms that we use to gather everyone’s views, for example by:
  - making the forms into a booklet or changing how it looks in other ways so that photographs, pictures and so on can be included
  - enlarging the size of the writing for those who find it difficult to see well.
- finding different ways to find out what people think, such as by talking with the child/young person or parents/carers, drawing pictures, playing games, using a computer
- encouraging parents/carers, children and young people to bring along to the Review meeting photographs, examples of the child or young person’s achievements, things they have made, and anything else they want to include and share with professionals