

FAO Headteachers and SENCos-
New Review processes and documentation and information about EHC Plans
and processes

Letter from Jane Marriott, Assistant Director Inclusion and Skills

ESSENTIAL INFORMATION

INTRODUCTION

Following my letters sent to you in July and at the beginning of September via the School Circular, the Local Authority has now completed a review and revision of processes and paperwork to support Transfer and other Reviews. We are grateful for all the feedback we have received from schools, parents, carers, young people and other professionals. This feedback has helped to inform our review of processes and documentation.

Included in this letter is information about where you can find specific guidance, together with up-dated paperwork, in relation to all the new processes. This guidance and the related documents are also on the website and replace all previous guidance concerning Transfer Reviews issued in the academic year 2014/15. We hope the changes we have made to the processes this year will reduce pressure on schools and maintain and further develop parental satisfaction.

Any documentation you have downloaded previously must be destroyed and replaced with the revised versions.

All new documentation is marked 'from September 2015' in the footer for easy identification.

KEY CHANGES

As a result of this review, you need to be aware of some key changes. **Please make sure you read the detailed guidance about these changes in the relevant folders. Details of where you can find the folders are provided later in this letter.** If you have any of the previous documents in hard copy or saved electronically, please destroy/delete these, as they will no longer be valid.

The key changes are as follows:

1. changes to Review processes (including transfers) and the introduction of the Enhanced Annual Review
2. more detailed guidance about how to undertake person-centred Reviews
3. a booklet for young people, parents and carers
4. an evaluation of how Annual Reviews have been conducted for young people, parents and carers

The next part of this letter gives more detail about these changes.

1. Changes to Review processes and the introduction of the Enhanced Annual Review

All children and young people will have an annual review of their Statement or Education, Health and Care Plan. But from 2015-16 and on-going 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.

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. No changes have been made to this process. All the guidance, information and documents that you need for an Annual Review of a Statement are in the folder called 'Annual Review of a Statement'.
- **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. All the guidance, information and documents that you need for Annual Reviews of an EHC Plan are in the folder called 'Annual Review of an EHC Plan'.
- **an Enhanced Annual Review** of a Statement- for children and young people who need to have their Transfer Review in the next academic year except pupils in Year 8. 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. Children and young people who do not need to have their Statement to be converted either this year, or next, should have an Annual Review of their Statement in the usual way. For pupils in Year 8 and 9, please see separate section below. This applies from 2015-16 and for subsequent years. All the guidance, information and documents that you need for Enhanced Annual Reviews are in the folder called 'Enhanced Annual Review of a Statement'.
- **a Transfer Review-** for children and young people who are in a priority group for having a Transfer Review this academic year (i.e. transfer of Statement to EHC Plan as needed). This is on-going until all Statements are converted to EHC Plans. You can see which children need to have their Statements converted to an EHC Plan in which year by looking at the Transition Plan on the website <https://www.barnet.gov.uk/citizen-home/children-young-people-and-families/the-local-offer-and-special-educational-needs/education-in-the-local-offer/from-statements-to-education-health-and-care-plans.html>

The Transfer Review is a process, not a meeting. This process can take up to 20 weeks, and produces an Education, Health and Care Plan for a student with a Statement of SEN if this is needed. The Plan must be based on up-to-date information which gives a clear picture of a child or young person's needs. It will involve a meeting between the parent (and/or young person as appropriate) and

someone from the Local Authority, usually the child's SEN Caseworker, and a relevant teacher from the school where possible.

The Local Authority, NOT schools, will initiate and carry out Transfer Reviews. All the guidance that you need for Transfer Reviews is in the folder called 'Transfer Review of a Statement'.

- **Pupils in Year 8 and 9-** Year 8 pupils should have an Annual Review of their Statement in the usual way. Year 8 pupils will have an Enhanced Annual Review when they are in Year 9. They should not have an Enhanced Annual Review while they are in Year 8.

Schools must use the Enhanced Annual Review process for pupils in Year 9 from 2015-16 and on-going. The Enhanced Annual Reviews for these pupils must be started in the autumn or spring term of Year 9.

During the summer term of the year that these pupils are in Year 9, the Local Authority will carry out a Transfer review to convert the Statement to an EHC Plan where this is needed. For students in Year 9, you should use the Enhanced Annual Review guidance and documents which are in the folder called 'Enhanced Annual Review of a Statement'.

There is information in the next section that tells you how to find out which type of Review to have for each pupil.

Which type of Review for specific situations and pupils?

You can find out which kind of Review each pupil or student must have by referring to the table 'Which Kind of Annual Review?' This is available as a web page with links to all the guidance and documents that you need for each kind of Review, and also as a document that you can download. Schools are encouraged to actively use the table and links provided to ensure that the correct type of Review is carried out for each child or young person. It should be referred to and used throughout the Transition period while we convert Statements to EHC Plans over the next 2 and a half years.

All the documents that you need for every type of review is organised in a separate folder, even where a similar document (e.g. step by step guide to preparing for an Annual Review) applies to more than one process. The folders can be found on the left hand side of the Practitioner Guidance SEN web page here: <https://www.barnet.gov.uk/www-home/practitioner-guidance/special-educational-needs.html> and also by clicking on the links provided in the table. This means that, when you know which annual review you need to do, you will find everything you need in one place. It is essential that you use the correct documentation for the type of Review that needs to be done, by using ONLY the documents in the folder for that type of Review. This is because different processes sometimes require slightly different information and therefore some of the documentation is not transferable to other processes.

If you are not sure which process or set of documents to use it is essential that you contact the SEN Team on 020 88359 7007 or email SENadmin@barnet.gov.uk to check.

Any documentation you have downloaded previously must be destroyed and replaced with the revised versions.

All new documentation is marked 'from September 2015' in the footer for easy identification.

2. More detailed guidance about how to undertake person-centred Reviews

In Barnet, we are committed to ensuring that our reviews are person centred. This means that the Local Authority and all professionals need to ensure that parents, carers, children and young people are fully involved in the Annual Review process, whichever form this takes.

Building on the feedback we have had over the past year, and the good practice that we have seen and been part of, we have provided guidance to schools and settings about how to take a person-centred approach. This guidance is in each of the folders where information, guidance and forms for Reviews are stored.

We consider that schools and settings are best placed to make any changes to the way that parents, carers, children and young people let their views be known, as it is schools and settings who know families best. We hope that the guidance we have provided will help you with this.

3. A booklet for young people, parents and carers

This booklet summarises the different kinds of annual reviews, and explains person centred approaches. The booklet should be sent to all parents when they are invited to attend an Annual Review meeting of any kind.

We will be providing schools will hard copies of these booklets. The booklet can also be found in each of the folders where information, guidance and forms for Reviews are stored.

4. An evaluation of how Annual Reviews have been conducted

Parents, carers, children and young people will be invited to complete this feedback to help us to improve practice and to inform any future review of processes. We will send this form to parents, carers and young people when we have completed the Review process. The evaluation form is also available on the website, in each of Review folders.

We hope this information, the changes we have made, and the guidance provided, are helpful. If you require further guidance or support, or have any questions or comments about these changes, please contact the SEN Caseworker directly.

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16 October 2015