

SENCO's and Head Teachers  
All mainstream schools and academies in Barnet

Dear Colleagues

### **Essential Briefing about EHC Assessments and Plans and the transfer of statements into EHC Plans**

This letter invites you to one of four briefings that are arranged on the following dates and times, all of which are taking place at the North London Business Park Training Suite in Building 2. The briefings take place at the end of September / beginning of October. The dates are on the next page. An application form that can be emailed back is attached.

#### **Who should attend?**

It is essential that an appropriate member of staff from your school attends one of the briefings. A record will be maintained of all schools and nominated individuals who attend. The person with responsibility in school for SEN should attend. Normally this is the SENCO. The person who attends should be a qualified teacher.

#### **Content of the Briefing**

The information provided in the briefing is fundamental to the role of your school in relation to:

- The information required for any request for an EHC assessment
- The process of EHC assessment
- The role of a nominated member of staff from your school to assist with co-ordination and key-working support during the EHC assessment process
- The statutory process (using annual reviews as transfer reviews with shortened EHC assessments) by which statements transfer to EHC Plans
- The timeline over which statements of children of different ages transfer to EHC Plans
- New requirements for the statutory annual review of statements and EHC Plans
- The Phase Transition process for those children and young people with EHC Plans and statements.

The briefing will also explain the role of different Local Authority SEN teams and individuals in the new statutory process.

#### **To prepare for the briefing**

It is expected that SENCOs and those with lead responsibility for SEN will have familiarised themselves with the SEN Code of Practice and understand the new statutory responsibilities on schools.

It is important that all those who attend should be familiar with those chapters and sections in the July 2014 version of the SEN Code of Practice - [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/342440/SEND\\_Code\\_of\\_Practice\\_approved\\_by\\_Parliament\\_29.07.14.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/342440/SEND_Code_of_Practice_approved_by_Parliament_29.07.14.pdf), in particular the Introduction, Chapters 1,2,6 and 9 and for those who provide early years education, Chapter 5 and those who provide education for young people from Year 9 onwards, Chapters 7 and 8

The Local Offer web-site includes the "*Transfer Plan*" which sets out the programmed approach to transfer of statements to EHC Plans. The link for this follows – [http://www.barnet.gov.uk/info/940985/sen\\_reforms/1215/sen\\_reforms](http://www.barnet.gov.uk/info/940985/sen_reforms/1215/sen_reforms)

The dates of the Briefings are:

Day and Date	Time
Monday 29 September	1 – 3pm
Monday 29 September	4 – 6pm
Tuesday 30 September	2 – 5pm
Thursday 2 October	3.30 – 5.30pm

Please return the attached form by e mail to [SENReforms@Barnet.gov.uk](mailto:SENReforms@Barnet.gov.uk) by the end of the day on Friday 20<sup>th</sup> September.

If you ask for 2 places at a briefing, we will do our best to provide this, but this may not always be possible.

At the end of each briefing we will ask you to write down questions that you feel are unanswered and these will be answered in future FAQ documents in the Schools Circular.

**What should I do if I think a child / young person in my school requires an EHC assessment now and I cannot wait for the briefing?**

You should read the relevant chapters of the SEN Code carefully, as well as the introduction that reminds you of the legal test that determines when an EHC assessment may be necessary. As now, it is expected that you will have obtained advice from specialist professionals and will be able to show evidence over time of having applied that advice consistently. If you do request an EHC assessment you can use the existing form for requesting a statutory assessment, but you should also:

- Provide a set of the most recent professional reports including from school
- An Index of these reports which shows date, name and profession of author and the appendix reference you have given to each report in your submission
- A clear summary of progress over the last three years using National Curriculum or P levels.

**Your reply to the Invitation to the Essential Briefings**

**PLEASE SEND THE ATTACHED REPLY SLIP SAVED AS “Essential SEN Briefing (name of your school)”**

I look forward to seeing you later in the term at the briefing.

Yours sincerely

*Penny Richardson*

**Penny Richardson**  
**Interim Head of Inclusion and Skills**