

# Transfer Reviews

## Transfer Process

## Parents'/Carers' Information

At least 6 weeks before the initial meeting, the school/college will make contact with you and arrange a date for the review meeting



Think about:

- A date which is convenient for you
- People you would like at the meeting/professionals across education, health and care and personal support
- Gathering all information/reports you think are relevant
- Contributions from the young person
- Your story/ family input, hopes/aspirations for the child

4 weeks before the meeting all information to be passed to the school, including parents'/carers' contribution



Next:

- Read through all the information provided to you
- Prepare any questions/comments you have
- Ask the school if you are unsure of anything
- Think about any additional contributions you would like to make at the review
- Does the young person wish to participate in the review? Liaise with school about how they can be involved

2 weeks before meeting the school will circulate all information received to everyone invited to the review



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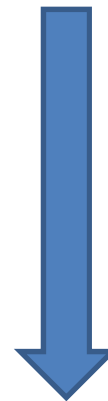
### At the meeting:

- The focus will be on the aspirations of your child/young person and you
- Your child's/young person's strengths, special educational needs and health and care needs will be agreed.
- Short term outcomes (period of 12 months and long term outcomes (linked to next phase of education) will be agreed
- Provision to meet the outcomes will be developed
- People involved in the meeting will contribute and support the process
- Discussion, main points and agreements will be recorded
- As an outcome of the meeting, some additional information maybe requested
- A SEND Support Plan will be completed



### Next:

You as parents/carers will have an opportunity at this meeting to share any thoughts and additional/new information that is relevant.



### 2 weeks after the meeting:

- School will collate, complete and circulate paperwork and send copies to the SEND Support Team/everyone who was at the meeting
- The SEND Support Team will begin to draft the EHC Plan, additional information may be requested
- Once the draft EHC plan has been agreed the Final EHC Plan will be issued



### Next:

- You will receive a letter from the SEND Support Team informing you that the transfer review process has started.
- With the letter you will receive information about Personal Budgets, 'Kidz' (disagreement resolution and mediation service) and the appeal process.
- Read all the information you receive and contact the Commissioning Team if you would like further information on Personal Budgets