

EHCP TRANSITION REVIEW PROCESS

1) MEETING INVITES

School or Nursery must set the date and send the invites 2 weeks prior to the meeting date

2) THE MEETING

The meeting must discuss progress towards outcomes, and identify any additions or changes to the EHCP - make sure the focus is on Section B (needs) and Section F (provision)

3) AFTER THE MEETING

The school has 2 weeks to finalise a report from the meeting and send it all those present and the LA. Ask for a copy if you don't get it. Check that there is nothing missing. The LA will use this to make their decisions.

4) THE DECISION

The school has 2 weeks to finalise a report from the meeting and send it to all those present and the LA. Ask for a copy if you don't get it. Check that there is nothing missing. The LA will use this to make their decisions.

5) THE DRAFT PLAN

If the LA decide to amend the plan, they must send you a draft plan, setting out the proposed changes, at the same time as the decision. You need to name your preferred next school when you respond to the draft plan

6) THE FINAL PLAN

The LA will send the final plan to your preferred school and other schools that they choose. Schools must respond stating whether they can meet the needs set out in B and F. The LA must name the cheapest school that says it can.

7) CONSULTING SCHOOLS

The LA must send an updated plan, naming the next school/college by:
15th February for all transition years
31st March for Post 16 transitions (Y11)

8) NAMING THE NEXT SCHOOL

The LA must send you a final plan 8 weeks after the decision and draft (within 12 weeks of the date of the meeting). If you are not happy with it, you have the right to appeal.

**CALL US ON 01952 457 176 OR EMAIL
INFO@IASS.ORG.UK FOR FURTHER
INFORMATION, ADVICE AND SUPPORT**