

Notification of the start of the Transfer Review

(Insert date) 2015

Dear Young Person

Re **(insert name and DOB of child or young person)**

We have sent a copy of this letter to your parents or carers. We want them to be able to help you with this. Please show them this letter and talk to them about it.

This part is a note to your parents or carers

This letter has been sent to all young people in Year 11 and over who need one. The law says that we must send this letter. We have tried to write it so that as many young people as possible will understand it. We know that some young people will be able to read and understand this letter with very little help, and that other young people will not be able to read it, or to understand it at all. We expect that parents and carers will want to be a key source of support with this, although young people can have other help with this too, including independent support. There is more information about this below.

Are you leaving school this year?

This letter is for you only if you are leaving school at the end of this year and going to college. If you are not leaving school this year, please tell us on the Expression of Interest form that we have sent you with this letter, and send it back to us. You must also fill in and send us the Mental Capacity form that we have sent you.

If you are NOT leaving school at the end of this year, you do not need to read the rest of this letter.

For young people who are leaving school and moving to college at the end of this school year.

This year, the Local Authority will carry out a new Education, Health and Care Needs Assessment. We will do this through a Transfer Review process. This means that your Statement will 'transfer' (or be changed) to an EHC Plan if you need one. We expect that nearly all Statements will transfer to EHC Plans over time.

This letter is to tell you that the Transfer Review process will start on *(insert date)*

The Transfer Review will be finished by *(insert date)*.

This letter is to tell you that the Transfer Review process will start in about two weeks' time.

What is an Education, Health and Care Plan?

It is called an EHC Plan. It has more parts in it than a Statement has. It will tell everyone who needs to know what you are good at, what you find hard to do, and what you want to be able

to do now and when you are older. It also tells everyone who needs to know what they should do to help you. The EHC Plan has space on it to write about:

- what you hope for, what you like, what you want to do in the future and what your parents or carers want for you
- who helps you, and what they do to help you
- whether you get any money so that you can choose who is going to help you with the things that are on the Plan. This is called a Personal Budget

The EHC Plan also tells everyone who needs to know what you find hard at school and what people at school or college must do to help you. It also says which school or college you should go to. We will ask you later what school or college you want.

How does the Transfer Review Process work?

To carry out the Transfer Review process, we will use everything we already know about you from your school. If the people in the list below already help you, then we will ask them what you are good at, what things you find hard and what they do to help you. We will also ask your parents or carers about this.

Advisory Teacher	Community Paediatrician
Speech and language therapy service	Physiotherapy and occupational therapy services
Child and Adolescent Mental Health Team (CAMHS)	Children's Social Services
Adult Social Services	Careers Service
Youth Justice professionals, such as Youth Offending Team (YOT) workers	Educational Psychologist

If there is anyone else helping you at school, or helping you stay healthy and well or to look after yourself in other ways, we will ask them to tell us about you too. Sometimes we may need to ask someone to tell us what help you need, even if they do not know you. We will also ask other people about you if you want us to.

When everyone has told us what we need to know, we will start to write those things on a booklet called an EHC Plan if you need this. Then we will show you what we have done, and ask you and your parents or carers to tell us about the things you want to be able to do in the future. These things are called 'outcomes'.

After you and your parents or carers have told us what you want to be able to do, we will finish the Draft EHC Plan if this needed and send it to you and your parents or carers. You can tell us what you think about the things we have written in the Plan, and then we will make the Plan 'Final'. The 'Final Plan' means that it is completely finished.

How to tell us what you think

While all this is happening, you will be able to tell us what you think and what school or college you want to go to.

We might have sent you a special form before called 'My Views' so that you can tell us what you think. If we have not sent this to you before, then we have sent it to your school so that they can help you with this. There are lots of ways that they can make the form easier for you to understand.

We have also sent you a form called 'Mental Capacity'. This is so that you can tell us if you can decide what you want by yourself, or if you need someone to help you to decide, or to decide or tell us what you want for you. If you have already sent this to us you do not need to send it again.

You can fill these forms in yourself if you are able to, or you can ask your parents or carers to help you or to do it for you. There are also other people who can help you and we have told you about these in the box below.

Tell us what school or college you want to go to

We have also sent you a form so that you can tell us which school or college you want to go to. You should ask your parents or carers, or someone at your school, to help you with this. There are lots of ways that they can make the form easier for you to understand.

You can fill this form in yourself if you are able to, or you can ask your parents or carers to help you or to do it for you. There are also other people who can help you and we have told you about these in the box below.

If you have already told us which school or college you want to go to you do not need to tell us again.

Who can help?

If you need any help to tell us what you think, you can ask your parents or carers, or someone at school. You can also ask any of the people below:

Barnardos	Telephone 020 8551 0011	email ISBarnet@barnardos.org.uk
Barnet SEND Information, Advice and Support Service.	Telephone 020 8359 7637	email to SendIASS@barnet.gov.uk .
The SEN team	Telephone 020 8359 7007	email senadmin@barnet.gov.uk
Your school		

What to do next

1. Show your parents or carers this letter and ask them to help you with this if you need help

2. Tell us what you think on the 'My Views' form and then send it to us. If you have not got this, we have sent it to your school so that they can help you. When it is finished, your school will send it back to us.
3. Make sure you tell us on the 'My Views' form if there is anyone else you want to tell us about you
4. Tell us if you can make decisions by yourself, or if you need someone to help or to do this for you. Use the Mental Capacity form to do this, and make sure you send it back to us if you have not sent it to us already.
5. Tell us if you want to stay at school, or if you want to leave school, which college you want to go to on the 'Expression of Interest' form and then send it to us, if you have not done this already.

These forms should be sent to: The SEN Team, Barnet Council, North London Business Park, Oakleigh Road South, London N11 1NP within the next 6 weeks.

Your rights

You should ask your parents or carers to help you understand this section

We have tried to make this process as easy for you as possible, so that you can tell us what you think. If there is something that you don't like about the Plan, or about the way we have decided what to write in the Plan, you can tell us and we will try to put it right. Mostly we can put things right straight away.

If we cannot put things right straight away, and you still do not like something in the Plan when it is finished you can tell a tribunal that you do not like what we have written. This is called an 'Appeal'.

If you want to appeal you must contact a mediation advisor first. The mediation advisor will help you to decide whether we can sort things out by talking with each other, with the mediation advisor to help. The mediation advisor will give you a mediation certificate and then you can make an appeal to the Tribunal if you still want to do this. The mediation service is not part of the London Borough of Barnet and it is free. Mediation is provided by Kids London SEN Mediation Service. You can contact them on 0207 359 3635.

We will write to you to tell you when we have finished the Transfer Review and what we have decided. From the date of that letter, you have two months to register your appeal with the First Tier (Education and Disability) Tribunal. This can be done by obtaining a Notice of Appeal form from the Tribunal directly. Your appeal must arrive at the HM Courts and Tribunal Service no later than the first working day, two months after the date of the letter we will send you at the end of the Transfer Review process. HM Courts and Tribunal Service contact details are 1st Floor, Darlington Magistrate's Court, Parkgate, Darlington, DL1 1RU or sendinquiries@hmcts.gsi.gov.uk.

If you need any help, support or guidance about this letter, please contact any of the people listed in the 'who can help?' section above.