Appendix 2

Transfer Review Timeline 2014

Week 1

- •School sends letter to parents and young person
- •At least 2 weeks notice for meeting

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- •Reports are already gathered.
- •Parents and young person's views are sought, or are supported to give their views.
- •Transfer Review meeting takes place and questions about progress, outcomes, needs and provision are answered.
- •Report of Transfer Review sent to SEN Casework Officer

Weeks 3 -

- •Weeks 8 and 9: SEN Casework Officer drafts EHC Plan
- •Week 10: Draft EHC Plan send to parents and young person by SEN Casework Officer
- •Weeks 10 and 11: Parent considers Draft EHC Plan and sends comments to Casework Officer (a meeting may be possible)
- •Week s 13-14 Final EHCP issued

Weeks 8 -14