

Transitional Review and Transition Plan meeting:

- the Transitional Review meeting will consider the same matters as previous Annual Review meetings. In addition, the Transitional Review will consider the future needs and aspirations of the young person as they approach adult life. This may include education, employment, leisure, health and welfare, finance, relationships, housing and transport.
- Connexions is an information, advice and support service for 13-19 year olds. It is also available to young people with a learning difficulty or disability until they reach 25, if they still require a service.
- a Connexions Personal Adviser will arrange to meet the young person prior to the Transitional Review meeting. They will also attend the NCY9 Transitional Review meeting. It is then their job to oversee the Transition Plan until the young person is due to leave school. The adviser will attend their Annual Review in NCY 11 and again in their final year, if they stay on at school.
- in Y9 each young person who has a statement of special educational needs will require a Transition Information pack from Connexions. During their last year at school, the Connexions Personal Adviser will complete an assessment of need. This is called an S139. It identifies the provision required to meet the young person's support needs in further education or training.
- the Transition Planning Team is made up of Transitions Support Workers and Connexions staff. It operates alongside both Children's and Adult Services to ensure a seamless transition of service provision for individuals who are likely to be eligible for services as an adult.
- the follow-up arrangements after this Annual Review are the same as for all other Annual Reviews.
- the school should write the Transition Plan in consultation with the Connexions Service and circulate it to all involved with the young person.

Transition Plan:

- the Transition Plan will set out the young person's needs and aspirations and ways of achieving them in respect of:
 - education/employment needs after 16/18 years of age.
 - future specialist health/leisure/relationship/housing/transport/welfare needs
- the school will circulate copies of the Transition Plan to all those involved.

Annual Reviews after the young person has reached NCY 10

- reviews after the young person has reached NCY 10 are carried out in exactly the same way as all other Annual Reviews.
- at the Annual Review meeting in NC Years 10 and 11, the appropriateness of the young person's Transition Plan will be considered.
- the school will prepare an updated Transition Plan and circulate it to all involved with the young person.

This publication can be made available in audio tape, large print and Braille, or alternative languages on request.

Please contact the SEN Team on 01305 224888 if you require one of the above.

The Annual Review, Transitional Review and Transition Plan

A guide for parents/carers and schools

Dorset County Council



word
Information
and Advice



The Annual Review

The law requires all statements of special educational needs (SEN) to be reviewed every 12 months.

The purpose of Review:

- to bring together the views of the child/young person and everyone who helps the child/young person.
- to ensure that aims set previously are being achieved.
- to set new targets for the next year.
- to consider if the statement remains appropriate and if the child/young person's needs have changed significantly.
- the school will involve the child/young person in making a contribution to the review and attending the review meeting, wherever possible.
- it is unlikely that everyone involved with the child/young person will need to attend the Review Meeting but the date fixed for the meeting should be convenient for at least one parent/carer and those who have had most contact with the child/young person, or who have a particularly significant contribution to make.

The Annual Review process:

- the school must send copies of the written reports to all those invited to the Review Meeting at least two weeks before it takes place.
- parents/carers are strongly encouraged to send comments to the school for inclusion in the Review summary.
- Increasingly schools are following Person Centred approaches. This puts the child/young person and family at the centre of the review process.
- the school must send a letter to the parents/carers and all those involved with the child/young person inviting them to the Annual Review meeting. The letter will also ask for written reports from the parents/carers and all others involved with the child/young person to be sent to the school by a set date.

The Annual Review meeting:

The Annual Review meeting will normally take place in school and will consider:

- the parents'/carers' view of the past year's progress as well as the views of the child/young person, the school and any others involved with the child/young person.
- the extent to which the objectives in the statement, or targets agreed at the previous Annual Review, have been met.
- National Curriculum requirements.
- targets for the coming year.
- any further action required and if so, who will be responsible.
- whether the statement needs amending or can cease.

Phase Transfer:

- if your child is due to move from infant to junior school, or from primary to secondary school, it is very important that you, your child's present school and others involved with your child think very carefully at the Annual Review meeting about the next school your child should go to. The recommendations of the Annual Review will be important in helping you and the Local Authority make the decision.

Following the Annual Review meeting:

- the school prepares notes summarising the Review meeting and setting out the targets for the following year.
- the notes must be sent to all those concerned in the Review.
- when the Special Educational Needs Team receive a copy of the Annual Review reports and notes, they review the statement in the light of the advice, make recommendations (if appropriate) and send details of the Review outcome to all those involved in the Review.
- if parents/carers want changes to be made to the statement following an Annual Review and the Local Authority decides not to make any amendments they have a right of appeal to the SEN and Disability Tribunal.

Transitional Review Transition Plan when a young person is in National Curriculum Year (NCY) 9

- the Annual Review process when a young person is in NCY 9 is slightly different from the Annual Review in all other years. In NCY 9 a Transition Plan is prepared as well as the Annual Review report. It is updated at each Annual Review meeting which follows until the young person leaves school.
- the school sends a letter to parents/carers and all others involved with the young person inviting them to the Transitional Review meeting.
- the Transition Plan is written by the school from the advice given to them, including the views of the young person. It looks at the young person's needs as adult life approaches. Each person or service involved with the young person is asked to contribute to the Transition Plan.
- the school will enable the young person to contribute their views and involve them in the process, as much as possible.
- the school circulates copies of the reports to all those involved by two weeks before the date of the Transitional Review meeting.