



The Transition Plan

A guide for parents and carers

If your child has a statement of special educational needs (SEN), then at the annual review meeting in Year 9 a transition plan will be drawn up. The transition plan will be reviewed and updated at each future annual review.

What is the transition plan?

A transition plan draws together information from you, your child and a range of relevant professionals to enable everyone to start planning for your child's progression from school to adult life.

Why is it needed?

The plan enables you, your child and relevant professionals to share information and decide what action needs to be taken to ensure that your child receives any necessary specialist help or support once they have left school.

Who will be invited to attend?

The headteacher will invite the following people to attend your child's annual review and/or write a report to help with the transition planning process:

- your child
- you
- school staff who know your child
- social care staff
- child health services
- an educational psychologist
- a Youth Support Service personal adviser
- anyone else who has been involved with your child.

Each agency will decide whether they need to attend or contribute in writing. A representative of the Youth Support Service must attend the Year 9 review.

What is included in the plan?

Every child's needs and circumstances are individual, so each meeting and transition plan will be different.

It is important that the meeting includes:

- your child's views about his or her future education or training, leisure and recreational activities and independence. Someone may need to discuss this with your child before the meeting
- your hopes for your child, the support you feel he or she will need and the role you and your family will play in helping to increase your child's independence



- the school's views about how they can help, including non-educational goals, such as training, independence and leisure
- details of which agencies need to be involved in future planning. Some will be at the meeting, but it may be necessary to contact others, either because they were unable to attend the meeting, or do not yet know about your child
- a clear action plan for the future, stating who will do what and when.

What happens next?

The key outcome of the transition planning meeting will be an action plan which includes:

- a summary of the key points for action
- the name of the person who will be responsible for each action point
- the timescale involved
- the date each action point is to be reviewed.

The school will send a copy of the annual review report and transition plan to everyone involved with your child.

In future years the transition plan will be reviewed at the annual review meeting. Any updated comments will be added. The main focus will be on the action plan.

The Youth Support Service are responsible for ensuring the delivery of the transition plan.

It is important that your child's transfer into continuing education or other provision is supported by the transfer of information. The Youth Support Service are responsible for seeking your agreement and arranging for the statement, annual review, transition plan, etc, to be shared with the new placement.

Liaison with Children's Social Care Services

At the time of your child's Year 9 annual review, we will liaise with Social Care to determine whether your child is considered to be a disabled person, as required by the Disabled Persons Act 1986.

Not all children with a statement of special educational needs are considered to be disabled. Social Care may carry out their own assessment to determine what advice, care and support services they can offer to you and your child.

What will happen to the statement when my child leaves school?

Your child's statement will be maintained until he/she leaves school at 16-plus to go to:

- a further or higher education college
- employment
- training
- social care provision.

When your child is due to leave school you will be told that the statement will lapse. If this is likely to happen at the end of compulsory schooling, you will be told about it when your child is in Year 11.

What about further or higher education?

When a choice of college has been made you should explain to the college what support your child will need so that an application for funding can be made. It is important to meet the deadline the college gives you. The college may want to make an assessment of your child's needs, so it is important that you give them as much information as possible.

How can I find out more?

More information is available from your child's school.

For further Information

Special Educational Needs Service

Hampshire County Council Children's Services Department
Elizabeth II Court, The Castle, Winchester, SO23 8UG
Tel: 0845 603 5620*
Email: childrens.services@hants.gov.uk
Website: www.hants.gov.uk/sen-home.

Youth Support Service

For details of your local Youth Support Service office:
Tel: 0845 603 5621*
Email: youth.info@hants.gov.uk
Website: www.hants.gov.uk/youthtube.

Parent Partnership Service

Hampshire County Council Children's Services Department
Elizabeth II Court, The Castle, Winchester, SO23 8UG
Tel: 01962 845870
Email: enquiries.pps@hants.gov.uk
Website: www.hants.gov.uk/parentpartnership.

The Parent Partnership Service provides:

- advice and information on special educational needs
- assistance with parental/child contributions towards the annual review/transition plan
- information about independent parental support
- information on support groups (local/national) and other sources of help
- representation of parents' views within Hampshire Children's Services Department
- home visits, arranged by appointment.

You can download this publication at:
www.hants.gov.uk/sen-parentpublications.htm
or request a hard copy by contacting: childrens.services@hants.gov.uk
or 0845 603 5620*

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