**Annual Review and Transition Planning for Pupils with EHC Plan for 23-24 Academic Year**

 **changes for schools to be aware of**

We would be grateful if schools could put particular emphasis on transition planning for adulthood as this is an area we will be focussing on for the new academic year. The Local Authority rolled out a ‘Preparing for Adulthood Transition Framework’ a few years ago and undertook training sessions with SENCo’s in how to use this effectively as part of the annual review process for pupils aged 14 ( year 9) and over. We urge all secondary and special schools to use this framework for all reviews from year 9 onwards. This will enable real co-production with families and young people to get the best possible long-term outcomes for our young citizens. We will be arranging further workshops, but we would urge you to use this from beginning of the academic year. If you need support with this please contact your link EHC Plan Coordinator.

We would also remind schools that schools have a responsibility to ensure all annual review documentation is submitted to the Local Authority within **15 days** of the annual review meeting. There was a recent High Court ruling which clarified annual review timescales and Local Authorities are under a duty to issue a decision notice about the outcome of the annual review within **4 weeks** of the meeting date. We are finding that some schools and colleges are not sending paperwork in for many weeks which means we cannot meet statutory timescales. Annual review timescales are now being monitored through the new SEN2 Census by the Department for Education, so it is critical that all settings abide by the 15 day statutory timescale.

Further to this to enable the STAR team to manage the increased EHCP caseload we would ask schools and FE settings to organise annual reviews for the following specific transition year groups within the following timescales so Local Authority representatives have capacity to attend and support these transition reviews:

**Year 5/6** – to be held where possible in the summer term of year 5 between 24th May 2024 and 19th July 2024.

**Year 9 PFA Transition reviews** – to be held during the spring term between 19th February 2024 and 24th May 2024.

**School and college leaver reviews** – to be held between 1st October 2023 and 15th January 2024.

Finally, I would like to say welcome back to the new academic year and we look forward to working closely together to improve outcomes for our most vulnerable children and young people in the city.

Sharon Cassidy

STAR Team Manager