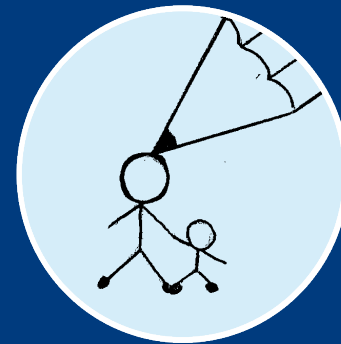


Parent
Partnership
Service

Annual
Review
and
Transition
Plan



Putting **you** in the picture





This booklet explains:

- what an Annual Review is;
- what a Transition Plan is;
- who is involved in looking at the Review and Plan and what they will do.

Introduction

If your child has a statement of special educational needs, the Local Authority must review the statement at least every 12 months. This is called the Annual Review. This is when you, your child, your child's school and the Local Authority look at the statement each year, and make changes as necessary. The review is to monitor your child's progress and to make sure that the statement continues to meet his or her needs.

At Year 9, the Local Authority will also draw up a Transition Plan. This Plan will look at how best to prepare your child for adult life. The Transition Plan will also be reviewed at least every 12 months.

Children from Westfield Middle School, Bedford, drew the illustrations in this series of leaflets.

Interim Review

If a child with a statement of special educational needs is at risk of disaffection or exclusion, the school or the Local Authority can call for an interim review or an early review. They can also meet informally with you before the yearly date, if there is concern about your child. ("Disaffection" means the child will not go to school. "Exclusion" means the school will not educate the child.)

What happens at the Annual Review

- The Local Authority will take views from you, your child, the school and others about what has been happening.
- They will set targets for the following year.

Who will go to the meeting

The Headteacher will invite:

- you, as the parent or carer;
- your child's class teacher and/or special educational needs co-ordinator (SENCo);
- a representative from the Local Authority.

The Headteacher may also invite:

- a representative from the Health Authority;
- a representative from Social Services;
- other professionals, for example, an Educational Psychologist

You as the parent or carer can take someone with you to the meeting. This can be a friend, relative or someone from the Parent Partnership Office, if they are available.

Remember

If your child has made great progress, a statement may no longer be needed.

What happens before the meeting

The school will ask for written reports from:

- you, as parent or carer of the child;
- your child's teacher;
- any others who are invited to the review.

The Headteacher will also find out your child's views and make a note of them.

The school will send copies of all written reports, together with your child's views, to all those invited to the meeting.

At the Review Meeting

The meeting will take place in school. It will consider, and may make recommendations, on:

- your view of your child's progress;
- your child's views;
- the school's views;
- how far the objectives in the statement have been met;
- national curriculum requirements;
- targets for the coming year;
- whether any further action is needed and if it is, who will be responsible;
- whether the statement needs changing or is no longer needed.

Your report

We strongly encourage you to write your own report. You could include:

- your views of how much progress has been made in the last year;
- what has pleased you and what has caused concern;
- any important events which might have affected your child's progress;
- what you hope to see your child achieve during the next year.

Your child could use the same headings for their report.

If you would like help with this, please phone us, tel: 01234 316353.

After the Review Meeting

The school will write a report that says:

- what the meeting decided;
- what recommendations the meeting made regarding educational targets; and/or
- any changes to be made to the statement.

The school will send the report to the Local Authority and to all involved in the review.

The Local Authority will then:

- consider the report from the review meeting;
- review the statement and any recommendations made;
- decide to change or, in some cases, end the statement;
- send copies of the recommendations to all involved.

If you are not happy with the outcome of the Review Meeting, please discuss it with the school, the Local Authority or with us at the Parent Partnership Service.

Transition plan

The Headteacher will arrange a Transition Plan when your child is in year 9 to look at your child's needs as adult life approaches. The Headteacher will invite you to a meeting along with a range of professionals, including a representative from the Connexions Service. The Connexions Service supports all 13–19 year olds in making the transition to work and adult life. Young people have access to a Connexions Personal Advisor. The Headteacher should also invite a member of Bedfordshire Social Services, especially if your child has specific disabilities. The meeting will result in a Transition Plan for your child that will outline the first steps necessary in planning for your child's transition to post-16 provision and adult life.

What the Personal Adviser does

The Connexions Personal Advisor:

- will attend year 9 review meetings and will be responsible for overseeing the Transition Plan;
- can provide support to your child to plan how they can meet their personal and social goals;
- can provide your child with details of any benefits available and make sure that they understand their rights; and
- will make an Action Plan with your child and other relevant agencies.

If your child stays on at school after year 11, the Local Authority may maintain the statement until your child is 19, or until the end of the school year in which they become 19, to make sure they finish a course.

If your child leaves school to go to a further education college or work-based training, the statement will end. The Learning Skills Council will then fund your child's needs. The Connexions Service will assess what your child will need in order to carry on with their education or training.

Points for family and carers to consider

What are your expectations for your child's future adult life?

How can you help your child to develop personal and social skills, and to acquire an adult lifestyle?

How will future plans affect your child's care needs?

What practical help and general assistance do you and your family need to support your child as she or he becomes an adult?

If you need the information in this leaflet in another language or in a special format, such as braille, large print or audio-cassette, please contact us at the address below.

Ky botim jep të dhëna për prindërit që kanë fëmijë me nevoja të veçanta mësimore. Është përgatitur nga Shërbimi i Partneritetit të Prindërve (Parent Partnership Service). Ky shërbim i ofron prindërve përkrahje të besueshme dhe të paanëshme. Nëse këto të dhëna ose këshilla ju nevojiten në gjuhën amtare, ju lutemi të na kontaktoni në adresën e mëposhtme.

এই প্রকাশন বসিবে শঙ্কিষার আবশ্যিক হওয়া শিশুদের পতি মাতাদেরকে তথ্য প্রদান করে। পতি-মাতা অক্ষমদের সবার এইটি প্রকাশ করে। এই সবার পতি-মাতাদেরকে গোপন এবং পক্ষপাতশূন্য সমর্থন প্রদান করে। যদি আপনারকে নজিরে ভাষায় এই তথ্য অথবা উপদেশের আবশ্যিক, অনুগ্রহ করে নচিরে ঠিকানায় আমাদেরকে যোগাযোগ করুন।

Cette publication offre des informations aux parents d'enfants qui ont des besoins particuliers en matière d'éducation. Elle est publiée par le Parent Partnership Service. Ce service offre un soutien confidentiel et impartial aux parents. Si vous souhaitez recevoir ces informations ou des conseils dans votre propre langue, veuillez nous contacter à l'adresse reprise ci-après.

આ પ્રકાશન વિશેષ શૈક્ષણિક જરૂરિયાતો ધરાવતા બાળકોના વાલીઓને માહિતી આપે છે. એ પેરેન્ટ પાર્ટનરશિપ સર્વિસ દ્વારા બનાવવામાં આવ્યું છે. આ સેવા વાલીઓને ખાનગી અને તટસ્થ ટેકો આપે છે. જો તમને આ માહિતી કે સલાહ તમારી ભાષામાં જોઈતી હોય, તો કૃપા કરીને નીચે આપેલા સરનામા પર અમને સંપર્ક કરો.

Questa pubblicazione informativa è rivolta ai genitori di bambini con necessità educative speciali. Essa è prodotta dal Parent Partnership Service, ente che offre sostegno ai genitori ispirandosi a criteri di riservatezza e imparzialità. Se desiderate ricevere informazioni o consigli nella vostra lingua, potete contattarci all'indirizzo sottostante.

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ਇਹ ਪ੍ਰਕਾਸ਼ਨ ਵਿਸ਼ੇਸ਼ ਵਿਦਿਅਕ ਜਰੂਰਤਾਂ ਵਾਲੇ ਬੱਚਿਆਂ ਦੇ ਮਾਪਿਆਂ ਨੂੰ ਜਾਣਕਾਰੀ ਦਿੰਦਾ ਹੈ। ਇਹ ਮਾਪੇ ਸਾਂਝੀਦਾਰੀ ਸੇਵਾ ਵਲੋਂ ਪ੍ਰਸਤੁਤ ਕੀਤਾ ਜਾਂਦਾ ਹੈ। ਇਹ ਸੇਵਾ ਮਾਪਿਆਂ ਨੂੰ ਗੁਪਤ ਅਤੇ ਨਿਰਪੱਖ ਸਹਾਇਤਾ ਮੁਹੱਈਆ ਕਰਦੀ ਹੈ। ਜੇਕਰ ਤੁਹਾਨੂੰ ਇਸ ਜਾਣਕਾਰੀ ਜਾਂ ਸਲਾਹ ਦੀ ਚੁਗਲੀ ਮਾਪਣੀ ਭਾਸ਼ਾ ਵਿੱਚ ਲੱਭ ਹੈ, ਤਾਂ ਸਾਡੇ ਨਾਲ ਹੇਠ ਦਿੱਤੇ ਪਤੇ ਤੇ ਸੰਪਰਕ ਕਰੋ।

Niniejsza publikacja zawiera informacje kierowane do rodziców dzieci o specjalnych potrzebach edukacyjnych. Została przygotowana przez serwis partnerstwa rodziców. Oferuje on poufną oraz bezstronną pomoc dla rodziców. Jeżeli potrzebujesz informacji lub porady we własnym języku, prosimy o skontaktowanie się z nami pod adresem podanym poniżej.

یہ اشاعت خصوصی تعلیمی ضرورت والے بچوں کے والدین کو معلومات فراہم کرتا ہے۔ اسے پیرنٹ پارٹنرشپ سروس نے تیار کیا ہے۔ یہ خدمت والدین کو روزانہ اور غیر جانبدارانہ تعاون فراہم کرتا ہے۔ اگر آپ کو یہ معلومات یا مشورے آپ کی اپنی زبان میں درکار ہوں تو، براہ مہربانی ہم سے ذیل کے پتے پر رابطہ کریں۔