**Appendix 1**

**ACTIVITIES / SERVICES AROUND TRANSITION – By Organisation / By Yearly Cohort**

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| **Young Person’s Year Group** | **Activity** | **YP with EHCs** | **YP without EHCs** | **Lead Organisation / Team** |
| **Year 8**  **(12-13yrs)** | * Schools hold Annual Review (SEN team only attend if specific issues arise) * SEN Team RAG and process post review meeting documents * Mass transfer of Year 8 data for all children * DCT involved and proactive in attending Reviews for open cases * Background information to be provided to young people about adult provision | ✓  ✓  ✓  ✓  ✓ | ✓  ✓  ✓ | Schools  SEN Team  C&K Careers  DCT  Local Offer Team & Calderdale Parent and Carers |
| **Year 9**  **(13-14yrs)**  **KS3** | * Schools informed of Annual Review dates * Meeting with young person prior to review * Annual review meeting arranged and reports posted out * Aspirations identified at Annual Review * A transition plan must be produced for young people following the Annual Review * EHC Transfer process – 14 week (begins 2 weeks prior to review date) * RAG review documentation to highlight potential issues for future * Early October list sent from SEN team to C&K Careers of all young people with an EHC/Statement * Specialist LDD Team write introductory letter to parent/carers of children with EHC Plan/Statement * Careers Advisor attends every Year 9 Review of children with a EHC Plan/Statement * DCT involved when case allocated * Background information to be provided to young people about adult provision * Provide Adults Services with a clear picture about young people and their likely needs and the kinds of support they may require * Send list of young people with EHCs/Statements to Adult Services * Focus on Reviews where they can have an impact | ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓ | ✓  ✓  ✓ | SEN Team  C&K Careers  Schools  SEN Team  SEN Team  SEN Team  SEN Team  SEN Team  C&K Careers  C&K Careers  DCT Team  Local Offer Team / Calderdale Parents and Carers  SEN Team  SEN Team  C&K Careers |
| **Year 10 (14-15yrs)** | * Organise and hold Annual Review * RAG review documents post meeting * Attend Review – only if required * Involved when case allocated * Background information to be provided to young people about adult provision * Update list for Adult Services about young people and their likely needs and the kinds of support they will require | ✓  ✓  ✓  ✓  ✓  ✓ | ✓  ✓ | School  SEN Team  C&K Careers  DCT  Local Offer Team / Calderdale Parent and Carers  SEN Team |
| **Year 11 (15-16yrs)**  **KS4** | * Organise and hold Annual Review * Meet and produce careers summary prior to review meeting * Attend Annual Review meeting * Discussion around post 16 placement * EHC Transfer process as year 9 * Post 16 placement to be named in EHC plan by March 31st 2016 onwards * Attend every Review of children who have a EHC plan/Statement * Involved when case allocated * Obtain information through from AHSC social workers, CSC social workers, Pathways team etc * Discussion re potential residential college application in order to identify early * Identify young people who may require adult social care assessments * Co-ordination of Pathway Plans for CLA aged 15.5yrs * Background information to be provided to young people about adult provision * Detailed picture of accommodation needs is required, especially where there are specialist needs around adaptations or specialist provider support * A picture of people’s educational, employment and social aspirations would help inform work with providers re strong local offer. Summaries from EHC plans/Statement to help inform broad commissioning intentions | ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓ | ✓  ✓ | School  C&K Careers  SEN Team  SEN Team  SEN Team  SEN Team  C&K Careers  DCT  Adult Services  SEN Team  SEN Team liaising with School/Pathways Team  Pathways Team  Local Offer Team  SEN / Adult Services  SEN / Adult Services |
| **Year 12**  **(16-17yrs)** | * Organise and hold Annual Review for those on EHC plans/Statements * Meet and produce careers summary prior to review meeting * Discussion around placement and progression * EHC Transfer process for young people with 139a/LDA document as in year 9 (2016) * Post 16 placements to be named in EHC plan by March 31st 2016 onwards * EHC Transfer process for young people moving provision ie school to college * C&K Careers do not attend every Review – only if required * Involved when case allocated * Discussion re potential residential college application in order to identify early * Identify young people who may require adult social care assessments * Background information to be provided to young people about adult provision * Detailed work with young people and families to plan moves and shape accommodation | ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓ | ✓  ✓ | School/College  C&K Careers  SEN Team / School / College  SEN Team  SEN Team  SEN Team  N/A  DCT  Adults / SEN Team  SEN and School  Local Offer Team  SEN Team and Adults |
| **Year 13 (17-18yrs)**  **Sixth forms**  **DCT STOPS** | * Organise and hold Annual Reviews for those on EHC plans/Statements * Meet and produce careers summary prior to review meeting * Discussion around placement and progression * EHC Transfer process for young people with 139a/LDA document as in year 9 * Post 16 placements to be named in EHC plan by March 31st 2016 onwards * EHC Transfer process for young people moving provision ie school to college * Attend every Review of children who have a EHC/Statement * Attend Ravenscliffe Reviews if required * Involved when case allocated * Invited to some school Reviews * Information required on those who definitely need accommodation or social care placement * Time spent with social workers and families to plan appropriate support * Future needs collated through AHSC accommodation meetings * Discussion re potential residential college application in order to identify early * SEN and school to identify young people who may require adult social care assessments * Background information to be provided to young people about adult provision * Earlier notification regarding residential college requests and intentions | ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓ | ✓ | School or College  C&K Careers  SEN Team  SEN Team  SEN Team  SEN Team  C&K Careers  C&K Careers  DCT  Adult Services  SEN Team  Adult Services  Adult Services  SEN Team  SEN Team liaising with /School/College  Local Offer Team  SEN Team |
| **Year 14 (19+)** | * Co-ordinate applications for post 19 residential placement including consultation with local colleges * Hold residential Panel * Organise and hold Annual Review for those on EHC plans/Statement * Meet and produce careers summary prior to review meeting * Discussion around placement and progression * EHC Transfer process for young people with 139a/LDA document as in year 9 * Post 16 placements to be named in EHC plan by March 31st 2016 onwards * EHC Transfer process for young people moving provision ie school to college * Attend every Review at Ravenscliffe * Residential College Panel * Ad hoc individual referrals to Adult Social Care – Learning disability / FACS / Gateway | ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓ | ✓ | SEN Team  SEN Team/Adults  School/College  C&K Careers  SEN Team or Setting  SEN Team  SEN Team  SEN Team  C&K Careers  Adult Services  Pathways Service |