**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
 | ✓✓✓✓✓ | ✓✓✓ | SchoolsSEN TeamC&K CareersDCTLocal 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 TeamC&K CareersSchoolsSEN TeamSEN TeamSEN TeamSEN TeamSEN TeamC&K CareersC&K CareersDCT TeamLocal Offer Team / Calderdale Parents and CarersSEN TeamSEN TeamC&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
 | ✓✓✓✓✓✓ | ✓✓ | SchoolSEN TeamC&K CareersDCTLocal Offer Team / Calderdale Parent and CarersSEN 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
 | ✓✓✓✓✓✓✓✓✓✓✓✓✓✓✓ | ✓✓ | SchoolC&K CareersSEN TeamSEN TeamSEN TeamSEN TeamC&K CareersDCTAdult ServicesSEN TeamSEN Team liaising with School/Pathways TeamPathways TeamLocal Offer TeamSEN / Adult ServicesSEN / 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/CollegeC&K CareersSEN Team / School / CollegeSEN TeamSEN TeamSEN TeamN/ADCTAdults / SEN TeamSEN and SchoolLocal Offer TeamSEN 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 CollegeC&K CareersSEN TeamSEN TeamSEN TeamSEN TeamC&K CareersC&K CareersDCTAdult ServicesSEN TeamAdult ServicesAdult ServicesSEN TeamSEN Team liaising with /School/CollegeLocal Offer TeamSEN 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 TeamSEN Team/AdultsSchool/CollegeC&K CareersSEN Team or SettingSEN TeamSEN TeamSEN TeamC&K CareersAdult ServicesPathways Service |