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**January 2023 - Special Educational Needs & Disabilities (SEND) articles, information, news and updates on our service**

**We provide free and impartial information, advice and support about special educational needs & disabilities (SEND) for children, young people, parents and carers.**

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## Phase Transfer is coming



Phase Transfer, which is the amendment of an EHCP when moving from one stage of education to another, is getting closer.

Those with children moving from:

- early years education to school;

- infant school to junior school;
- primary school to middle school;
- primary school to secondary school;
- middle school to secondary school

should expect to receive a new EHCP by the 15<sup>th</sup> of February. Those with Young People moving from secondary school to post 16+ should expect to receive a new EHCP by the 31<sup>st</sup> of March. The Local Authority has a legal duty to provide the final EHCPs by these dates per regulation 18 of the SEN Regs.

If you don't receive a final EHCP either on or before the dates set out above, you should contact your EHCP coordinator as a matter of urgency and lodge a complaint with the Local Authority via this [link](#). You can also make an appointment with us to discuss any concerns you have.

It is important to look over the new EHCP carefully when you receive it, paying close attention to sections B, F, and I.

We recommend firstly going through the documents in Section K and, using 2 different coloured highlighters, highlighting all your child's, or young person's, needs (what they struggle with) in one colour, and then highlighting all the provision (what the school have to do) in another colour.

It is then important to cross-reference what you have highlighted in the reports with sections B and F, to ensure all your child's, or young person's, needs have been listed and there is provision to meet every single need which has, or should have, been mentioned. Pay particular attention to the wording in Section F: is it specific enough? Go through and ensure that words and phrases like 'regular', 'may benefit from', 'small group' are not used. All provision should be specific. This means that they need to tell you exactly how long a session will be, how often a session will be, exactly how big a group will be e.g. will the session be once a week or once a month?

Then look at section I as that is where the educational setting will be named. Do you agree with that setting?

If you have any issues with the final EHCP, you can then lodge an appeal. To find out more about lodging an appeal, you can make an appointment with us for advice and support.

**Book your place and find out more on our upcoming How to appeal a final EHCP in this newsletter.**

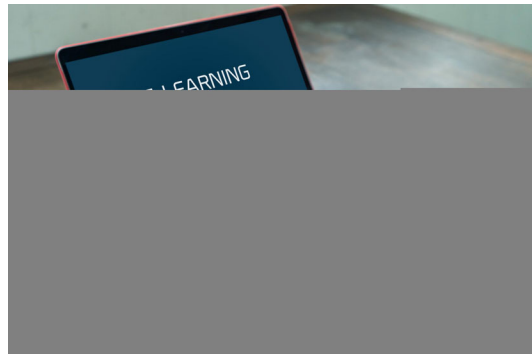
## Find out more about Phase Transfer

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# How to appeal a final Education, Health and Care Plan - Training for parent/carers and professionals

This training will be held face to face and online over several dates and is for those wanting to know more on the process of appealing a final Education, Health and Care Plan (EHCP), it focuses specifically on appealing needs (section B), provision (section F) and placement (section I).

28th of February ONLINE - Parent/carers  
15th of March ONLINE - Professionals ONLY  
21st March FACE TO FACE - Parent/carers  
5th April ONLINE - Parent/carers and young people



**BOOK NOW**

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## Advice clinics

Book an hour face to face appointment with one of our SEND Advisors to discuss or review paperwork related to special educational needs in education.

For example, we can support with:

- EHC Needs Assessment paperwork

- SENDIST (First Tier Tribunal) paperwork
- Draft Education Health and Care Plan (EHCP)

Visit our website to book your place.

- Monday 6th February 2023 – Diss - CURRENTLY FULL
- Tuesday 7th March 2023 – Norman Centre, Mile Cross, Norwich
- Thursday 20th April 2023 – Fakenham

**BOOK NOW**

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## Professionals - Understanding SEND Disagreement Resolution and mediation training



Norfolk SENDIASS and KIDS Mediation Service present:

Understanding Special Educational Needs and Disability (SEND) disagreement resolution and mediation for professionals across education, health, and social care.

Content:

- Who are SENDIASS and what do they do?
- Who are KIDS mediation service and what do they do?

- What is Disagreement Resolution
- What is the difference between disagreement resolution & mediation?
- When must be mediation be considered?
- What is the role of the professional at tribunal and mediation?
- Key skills for professionals at mediation
- Q&A

Please be aware this is training is for professionals only.

**BOOK NOW**

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## Norfolk SEND Youth Forum

We had a very busy meeting this month, in our first meeting of the New Year!! We had X6 young people attend (with X3 apologies). This month we were joined by three professionals within Norfolk County Council, one to observe (Alison Toombs – Senior SEND Adviser, NCC) and two to consult with the group.

Mark Horton (Help you choose Information co-ordinator) joined us for the first time, to seek the views and feedback of the group, regarding the Help you choose website; the information, advice, and careers guidance website for young people in Norfolk.

<https://www.helpyouchoose.org/>

Specifically, he sought their views on the SEND section, and shared some pages, and discussions took place around text, images, and illustrations. There was a mixed response, but the consensus was that a variety of both written word and videos would make the information more accessible to people with a broad range of needs.

Steph Askew (Senior SEND Advisor, NCC) made a return visit. Previously she had sought help from the group to help her write questions for a SEND Survey. Steph shared the results of the survey with the group. This time she talked about accessibility in places of learning and wanted to know if our members were, and are, included in all things settings offer to other children and young

people. We considered different aspects such as Relationships, Environment, Curriculum, Transitions and Training. We will be collating the feedback, which will inform further work around accessibility within SEND Services in Norfolk.

We were also thrilled to share the great news that the proposed SENDFEST will be taking place, in June of this year, and we will share more information when the details are released and confirmed.

In addition, our Youth Forum trip to include Bowling and Pizza has been agreed and we had a brief chat regarding dates and confirming numbers!

Finally, Dawn updated the group on how their experiences are contributing to the groups efforts to have their voices heard, and to positively impact on SEND services in Norfolk! – she has collated the groups feedback from a previous meeting around the kind of support which has helped our members manage educational placements, and created an “Easy Read” document, to be incorporated into a big document called “Provision Expected at SEN Support “(PEaSS).

Finally, I would like to share a specific comment made by one of our members, in the discussion around the support our young people receive:

***“Don’t judge me, before you get to know me”!!***

We are always keen to welcome new members, so please go to the SENDIASS website to register your interest!

Bridget Robinson, Children and Young Person Supporter

**Register for the Norfolk SEND Youth Forum**

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### *Contact us*

Visit our website to book an appointment with an advisor, or contact us by telephone. If we are unable to answer please leave a

### *Norfolk SENDIASS updates*

We are pleased to let you know we are now slowly able to offer casework again. Please be aware this is subject to capacity at the time and if the relevant criteria is met. Please see the below policy on

voicemail and we will get back to you as soon as possible.

our website.

If you are a professional looking for advice you can complete a Professional Referral Form via our website and we will contact you as soon as possible.

### [What to expect from us](#)

We currently have a long wait time for helpline appointments and have had a number of people not pick up our calls. Please remember to cancel or change your booked appointment so that others can have the opportunity to book them.

<https://www.norfolksendiass.org.uk/professional-resources/book/>

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## Follow us on social media



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**Our mailing address is:**  
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