

22nd September 2014

Dear Parents / Carers,

CHANGING STATEMENTS TO EDUCATION, HEALTH AND CARE PLANS (EHCPs)

Under the new SEN Code it is a requirement for Statements of Educational Need to be transferred into Education, Health and Care Plans (EHCPs). This basically means transferring the information from your child's Statement onto the new EHCPs. The purpose of my letter is to explain our plans regarding the implementation of this transfer for each of our pupils.

We will be holding pre-meetings as set out below and will call you to arrange a date for your child's review meeting in due course. However, if you have any questions in the meantime you can call Fiona Tozer, our new EHC/Annual Review Co-ordinator at the school (ext 234).

Statement of intent re Milestone's EHCP conversion process

At Milestone we are setting ourselves the ambitious challenge of transferring the entire school's statements to EHCPs in this academic year 2014-15. Please note, however, that we have to transfer all Year 14 pupils before Christmas. We believe that in doing this we will then have a standardised EHCP for each pupil by July 2015.

Pre-EHC Meetings

We will be holding Pre-EHC meetings for parents on the following dates which we hope you can attend. At these meetings the targets for your child will be agreed with the class teacher, based on the original targets on your child's statement.

DATE	TIME	WHERE	GROUP
Tues 4 th Nov 2014	1:30-5:30pm	Drama Suite	Infants
Wed 5 th Nov 2014	1:30-4:00pm	Wilmington	Post-16
Tues 11 th Nov 2014	1:30-5:30pm	Drama Suite	Lower Secondary
Wed 12 th Nov 2014	1:30-5:30pm	Drama Suite	Upper Secondary
Tues 18 th Nov 2014	1:30-5:30pm	Drama Suite	Juniors

EHC Transfer meetings

This will take the place of the annual review and will be scheduled shortly. You will be advised of a suitable date with at least two weeks' notice. At this meeting, the targets that were agreed at the pre-meeting will be confirmed and agreed by all parties. The new EHC form will be completed and sent to the SEN department.

Parents Evening

A final parent meeting will be held in June/July where the EHC targets will be reviewed and your child's progress over the year will be discussed. You will also receive your child's end of year report.

Pupil Information Form

In order to ensure that all professionals involved in the care of your child are invited to attend or contribute to the review we would appreciate it if all parents can complete the attached Pupil Information Form.

Please return to school as soon as possible, with as much information as possible. This information will be retained in school and is subject to the Data Protection Act. It will be held securely and not used for other purposes. We would be grateful if any new or amended information is passed onto the school as soon as it is known in order for us to maintain an up to date record.

In summary, our proposed order of events is as follows:

1. Pupil Information Form sent home for parents to confirm the professionals they would like to attend the transfer meeting (asap, Term 1).
2. EHCP Child/Young Person's views form to be completed at school, sent home for parental comments, then returned to the school (Term 1/Term 2). This form will inform the pre-EHC meetings held with the class teacher.
3. EHC meeting held (instead of Annual Review meeting) (Terms 2/3/4/5).
4. Completed paperwork then sent to the relevant Local Authority for ratification.
5. Local Authority send draft EHCP out for comments, once agreed the Local Authority will issue the final EHCP.
6. Parents' evening held June/July.

Attached is a letter from Patrick Leeson, the Corporate Director for the Education and Young People's Service at Kent County Council, which gives more information on the process.

At Milestone we fully embrace this "gear change" in SEN working practices. Please understand that we may well encounter unknown challenges as we undertake this wide ranging conversion process for all 263 pupils.

Yours sincerely

Nigel Jones
Principal

Encs.



To all parents of children and young people with SEN Statements, and students with LDA S139a

Education & Young People's Service

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1 September 2014

Dear Parents and Carers

Changing Special Educational Needs (SEN) Statements

On 1st September 2014 the SEN system will be changing and new Education, Health and Care Plans (EHCP) will gradually replace SEN Statements and LDAs. You are receiving this letter because Kent is planning to change your son/daughter's existing Statement or LDA to the new Education Health and Care Plan.

Although the changes will be introduced gradually over the next 4 years, where schools are able to transfer more children to the new system more quickly, we have asked them to talk directly to parents and explain the new process. The school will talk to you about this to make sure you are kept fully informed. When a date is agreed the school will notify the area SEN office and the SEN office will issue the formal notice of the transfer review.

The transfer of existing Statements to EHC Plans will happen through the Annual Review process which is already in place. If your son/daughter has had an annual review before, you will know that the review meeting is an opportunity for everyone to look at your child's progress. Kent Schools have been asked to complete a draft version of the new EHC Plan with you at the annual review meeting, instead of the annual review report. We want these meetings to discuss the longer term goals for your child and agree what we are going to do to help them in the future and what difference it will make to their learning if everyone who is involved with you and their school (e.g. from education and if your child has other needs, professionals from health and social care) is working together.

Although schools are assisting us in the change process, your child's special educational needs will remain the responsibility of Kent County Council. This means that after the meeting you will have time to think about what was said and you will be given a further opportunity to comment. There are legal rules

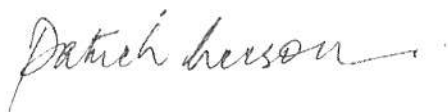
that mean we must check the draft received from schools and then send you a copy to comment on before anything is finalised.

We will be prioritising school leavers and those in our mainstream schools who need to change school, for example moving where it is necessary for a pupil to move from a mainstream school into a special school so some Statements will change quite quickly (by February 2015).

We have been working with a few families in each area of the County to see how the changes can give parents more say on the help their son or daughter needs through 'face to face' discussion instead of always relying on letters and written notices and we want to avoid parents feeling that they tell the story over and over again to different professionals. We are also working with the Kent Parent Carer Forum and the parent led charities so that they have the right information and can support families who would like to know more.

We will be publishing information on our website about all of the changes and the contact details for people within the SEN Department who can give you advice and support will be available on www.kent.gov.uk.

Yours sincerely

A handwritten signature in cursive script that reads "Patrick Leeson".

Patrick Leeson
Corporate Director
Education and Young People's Service