

Term 2 Countywide SENCO Forum December 4<sup>th</sup> & 5<sup>th</sup> 2024

Post Session Questions and Answers

Phased Transfer	
Question/comment	Response
Why are nurseries putting in statutory assessment requests for pupils with very high levels of need so late? They miss the transition process.	Comprehensive support for all preschool children with SEND with/without an EHCP is available for settings/ parents/carers and schools. We begin to collate this information in April and continue throughout the spring/summer to plan for transition. As children start preschool at different times there may be more limited time to gather information about a child's needs, for some than others.
A child in yr5 but has been back classed to y4- can we have a definitive answer as to when phased transfer is. This has been raised with case worker but had no response.	Please do Contact <a href="mailto:maria.halford@kent.gov.uk">maria.halford@kent.gov.uk</a> with details of the child and school.  There are a very small number of children who the LA agree to being educated out of year group and subsequently go through phase transfer at a different time.
I thought annual review should be Sept in Secondary school as phased transfer in Sept year before?	Where an Annual Review is not due, we ask schools to hold a Phase Transfer Review (to be completed by the end of the second week of September). Phase Transfer Reviews are different from Annual Reviews – 9.179 CoP <i>“An EHC plan <b>must</b> be reviewed and amended in sufficient time prior to a child or young person moving between key phases of education, to allow planning for, and where necessary, commissioning of support and provision at the new institution.”</i>
When will the transfer forms be available?	For Phase Transfer 2025, Preference Forms were issued to parents, via email/SharePoint on 10 June with a return date of 13 September. We will be working on the timeline for Phase Transfer 2026 and will ensure this is shared.
It was frustrating to hear that consultation paperwork had been sent to our link school ahead of the deadline for schools to submit an updated AR with parental request. Equally we had an EYFS child who was given a specialist school place in August, and nobody notified the parent. The parent called us in September when we did not arrive to carry out a home visit.	Where an Annual Review is not due, we ask schools to hold a Phase Transfer Review (to be completed by the end of the second week of September). Phase Transfer Reviews are different from Annual Reviews – 9.179 CoP <i>“An EHC plan <b>must</b> be reviewed and amended in sufficient time prior to a child or young person moving between key phases of education, to allow planning for, and where necessary, commissioning of support and provision at the new institution.”</i> This will enable the ECH Casework Officer to include the document with the consultation pack(s) which are sent to secondary schools at the end of September.  Re: EYFS, the family would have received the Final (or Amended Final) EHCP naming the school in Section I

Will these documents support a change of placement and how we are unable to meet the need of the child. I am concerned by how long the ARs are taking to process.	Following the introduction of the Digitised Annual Review Process, we are seeing significant improvement in actioning/completing the AR process. The new form asks whether significant changes are required to Section B, F, I, and schools can upload the relevant advice and information to support.
Can we, as SENCO's, also be kept in the loop regarding information given to parents. A lot of my families struggle with their literacy skills and need more support in this area.	We send all communications to parents via email. We can share with SENCO's the dates for when parents are contacted and the timeline so families can be further supported.
We have not received any consultations/communication about next year's transfer.	Over the next few months, we will be reviewing Phase Transfer 2025, look at what we can do better, consider the timeline for Phase Transfer 2026 which we will be able to share with colleagues.
When the letters go out to parents to make a decision in June re secondary school for children with EHCPs, is there a reason the school cannot be notified so we can support. I have parents who are EAL or new to the country and do not understand the process, and therefore send back their submissions which are incorrect.	We send all communications to parents via email. We can share with SENCO's the dates for when parents are contacted and the timeline so families can be further supported.

Transition Charter	
Question/Comment	Response
Does the transition rag rated document need to be completed for all children in year 6 on SEND register or just those with EHCPs?	The RAG rated document is not for specific students but for individual school to ensure that the processes are followed. The processes would apply to all young people at their transition points to ensure consistency and good practice.
Will these documents support a change of placement and how we are unable to meet the need of the child.	The RAG document is not about change of placement or unable to meet the needs of the young person. The document is there to provide effective transition procedures and put these into practice. Questions that do need to be asked is 'what do we need to meet the need of the young person'
How will the transition documents be shared/ when or how was it shared?	The document is now available on Kelsi. <a href="https://www.kelsi.org.uk/special-education-needs/inclusion/transition/transition-framework">https://www.kelsi.org.uk/special-education-needs/inclusion/transition/transition-framework</a>

## Appendix 1A Involving CYP in Information Gathering

Question/Comment	Response
What age do you recommend having children at Annual reviews?	Children & young people of all ages should be at the centre of the Annual Review process. All children & young people should be given the opportunity, in line with their communication needs, to share their views & contribute to the process. Each child or young person's involvement may 'look' different depending on their age, stage of development, needs etc.
What form would you like used for the Voice of the CYP between now and when the new forms are available?	Please continue to use the current Appendix 1 form until the new Appendix 1a Pathways are available. You are also able to record the voice of the child or young person directly onto the digitised Annual Review form or, you could choose to include voice of the child or young person within your own education advice document.

## Digital Annual Review

Question/ comment	Response
Please could you send me the links that you were referring to the Annual Review Process.	The links can be found within the PowerPoint slides which were sent via email. The Annual Review Protocol document has now been uploaded to Kelsi; the links can also be found on the final page of this document.
Please stop the automatic emails we get each time we save a page another are so many to delete!	Your feedback has been shared with the digital team. Please note that you do not need to save each page, you only need to save when you are about to exit the form. However, the form will expire after one hour so please ensure you do save before this. This is to protect the sensitive data populated in the form.
When loading Personalised Plans, do you want the old plan that has been reviewed as part of the Annual review process loaded, and the new plan?  Does it matter what tab is used to upload this information to?	Please upload recently reviewed plan & any new plans that you have available.  Under the 'Academic attainment' tab you will be given the option to select which area(s) of need the provision plan relates to (e.g., cognition & learning) which will generate an upload field. If possible, please save all related plans (e.g., old & new cognition & learning plans) as a single document. If this is not possible, you may use the upload field for another area of need (e.g., physical & sensory) if this field would not otherwise be required.
Is it now possible to print the document before finalising it so that it can be shared with parents and professionals during the meeting?	No, the form is only available to download as a pdf once you have selected 'Submit to KCC.'  According to the SEN Code of Practice, you need to send advice and information to parents/carers two weeks before the annual review meeting, ensuring nothing shared or discussed will come as a surprise to them at the meeting. This information

	<p>should include professional reports, such as those from EP, SLT, OT, Social Care etc; this should also include reports from the setting that outline information they will discuss in the meeting</p> <p>The annual review form supports conversations about the child or young person's progress towards the outcomes specified in the EHC plan during the annual review meeting.</p> <p>You do not need to share the digital form with parents/carers before the annual review meeting. You may choose to share the digitised form via screen share (or similar methods) during the meeting.</p>
<p>For split families, how many AR meetings should we hold?</p> <p>We have parents who will not be in the same room or join via TEAMS, so we are having to hold two meetings, but it is not possible to invite professionals to two meetings. How should we be managing these situations?</p> <p>Can we only offer one meeting?</p> <p>If we collect parent views form two separate parents, how can we upload both forms?</p>	<p>Unless there is a specific court order which states otherwise, the expectation is that there will be one Annual Review meeting.</p> <p>Parental views can be recorded under the 'Views of the school, child and parent or carer' tab, or uploaded via the 'Contributor information' tab.</p>
<p>Why do annual reviews take so long and how can EHCP's be issued without all the correct information included, this has been raised with my SIA and we are going to tribunal, but this seems excessive when we all know the EHCP is currently not fit for purpose. I am unsure how you can name a placement knowing that the information is wrong?</p>	<p>If you have queries regarding a specific case, please contact your allocated casework officer or Maria Halford to discuss further.</p>
<p>It would be good to have a paper version that can be completed alongside the parents and for the staff to complete prior and during the meeting. The information can then be uploaded at a later time.</p>	<p>There is no paper version available.</p> <p>According to the SEN Code of Practice, you need to send advice and information to parents/carers two weeks before the annual review meeting, ensuring nothing shared or discussed will come as a surprise to them at the meeting. This information should include professional reports, such as those from EP, SLT, OT, Social Care etc; this should also include reports from the setting that outline information they will discuss in the meeting</p>

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I have asked for a pdf of an Annual Review form as I was not able to download one at the time... still waiting for that to be passed on.	<p>The form is only available to download as a pdf once you have selected 'Submit to KCC.'</p> <p>If your query relates to a form that has already been submitted, please contact <a href="mailto:sendadmin-annualreviews@kent.gov.uk">sendadmin-annualreviews@kent.gov.uk</a> who will be able to support you with obtaining a pdf copy of your submitted form.</p>
We are still to receive feedback, responses, acknowledgement on the majority of annual reviews completed since 2023. When is this going to happen, please?	<p>Unfortunately, I am not able to provide any specific dates. Officers are currently working through the backlog. If you would like information relating to a specific case, please contact your allocated casework officer.</p>

KELSI	
Question/Feedback	Response
<p>Would it be possible to have a brief outline on the content of each presentation so that we don't have to click on them all if we are trying to locate something in particular. Apologies if this is already in place, I haven't looked.</p>	<p>The Kelsi slides outlined what is currently happening with <a href="#">Kelsi</a> and the current changes. The Kelsi Admin and Approver for the SEND section has begun reaching out to gather contact information to update the current Kelsi pages and documents.</p> <p>We have updated the <a href="#">Inclusion Section</a> which sits under Siobhan Price. We have also updated the SEN Inclusion directory, to be more accessible and user friendly. This is still being updated and as and when information is made available it will appear on Kelsi.</p> <p>You can also find all the past presentations; workshop slides as well as Q&amp;A Docs on Kelsi under the (<a href="#">Countywide SENCO Forum pages</a>). This page also includes materials from the SENCO Conferences</p>
<p>Please can we have on kelsi the guidelines that can be shared with parents regarding in what circumstances a request for statutory assessment might be likely to be successful? These used to be on there and were helpful in parent</p>	<p>The Guidelines that can be shared with parents can be found on the SEND Code of Practice. Here at KCC we do not set the guidelines. For more information <a href="#">SEND code of practice: 0 to 25 years - GOV.UK</a></p>

meetings	
What would be useful is having an area with links to a number of examples on how to deliver interventions or information on what the interventions are/do. For example, if a child needs intensive interaction or Social skills, there would be a page on KELSI where we could go and click on the hyperlink which will take us to a youtube clip or research that explains what the intervention is and how it is to be delivered.	I have reached out to those that manage interventions. Once this information becomes available, all resources and supporting links/documentations will be made live.

Inclusion Champions	
Question	Response/comment
Why are Swale not represented? We raised this with Rory L at the SENCo conference but still no action.	Any school can put themselves forward. Please email <a href="mailto:Emily.Bambridge@kent.gov.uk">Emily.Bambridge@kent.gov.uk</a> if you are interested
At what stage am I (or not) involved in meetings etc. Is there a calendar of dates that I need to be aware of?	All KCC meetings are publicised through the KELSI bulletin. Please ensure you subscribe. It is published every week. <a href="#">13 December 2024 weekly update - KELSI</a>
Can we have the Inclusion Champions being more visible?	KCC would like the Inclusion Champions to make themselves more visible. Today was the first step in doing so and it is the intention that they present more of what they are doing.
I do not think Swale is currently represented with an Inclusion Champion? I know a SENCo from the Isle of Sheppey, gave her details at the SENCo conference in October as we raised this concern then. Swale is a large area with high levels of SEN and deprivation-I feel we should be part of the Inclusion Champions.	Please encourage anybody who is interested in being an Inclusion Champion to email <a href="mailto:Emily.Bambridge@kent.gov.uk">Emily.Bambridge@kent.gov.uk</a> with an expression of interest
How do you become an Inclusion Champion? There is not currently a primary representative for Folkestone and Hythe.	As above.
Why aren't there any Inclusion Champions in Swale?	We encourage all schools who might be interested to put themselves forward.
Why are there no junior schools	We encourage all schools who might be interested to put

represented within the Inclusion Champions- you have an Infant school but what about Juniors?	themselves forward.
We have not really had much feedback from our Inclusion Champion - should we?	We need to work with the Inclusion Champions to make them more visible and engage more with other schools

Other Questions	
Questions/comments	Response
When will the SEN policy proforma be available on Kelsi. We were sent one for SEN report but that is not on there either	SEN report is now on KELSI. The SEN policy will be on KELSI in time for the Term 3 SENCO forum
I would like more information on the CON as I attended a workshop in which Kent stated that it was not going to be used as a checklist but the more workshops and updates, I attend this definitely feels like this is what it is going to be used for.	The Continuum of Need and Provision is being completed by groups of school leaders. It will be available in the spring.
Is there a working document of the Continuum of need that SENCOs can refer to at the moment?	Not at the moment. Working documents were made available during the Community of Schools workshops in September but, as they were still working documents, they caused more confusion. Therefore, we made the decision not to publish anything else until the completed version in the spring.
Is the SEND Information Report also the Policy? The SEND information report is too long - as we fed back in one of our workshops. I had to abandon it in favour of our old one for the time being. A recent Ofsted inspector told us that the language must be much more parent friendly and the information more to the point.	No, the policy will be separate,  Re the SEN Info report, the template has all statutory information required. Thank you for the feedback as it is intended for parents.