**I have been invited to an EHCP conversion meeting. What does this mean?**

Your child currently has a Statement of Special Educational Needs. A Statement explains what your child’s educational needs are and the extra support that they need in education. You will have been invited to an Annual Review meeting every year to make sure that the Statement is up to date.

From September 2014, all Statements are gradually being replaced with **Education, Health and Care Plans (EHCPs)** instead. The process of turning a Statement into an EHCP happens at an **EHCP conversion meeting**, which will take place as part of the Annual Review.

**What will happen before the conversion meeting?**

Before the conversion meeting, somebody from your child’s school or setting (usually the Special Educational Needs Coordinator - SENCo) will contact you to collect up to date information about your child. For example, they might find out about your child’s hobbies and interests, current medical needs, preferred way of communicating, and the things that help (and don’t help) them to do well. They will also ask your opinions about their progress and what you would like for your child in the future.

All of this information will be written up as a **“This Is Me”** statement, which will go at the front of your child’s completed EHCP.

You should also be asked if there is anybody in particular who you would like to be at the conversion meeting, and will be able to ask any questions that you have about the process.

**What will happen during the conversion meeting?**

During the conversion meeting, the SENCo will introduce everybody and explain the purpose of the meeting. As a group, you will then:

* Go through the “This Is Me” statement (this might be shared by the child, if they are present) and add to/change it as is necessary
* Review the child’s progress and recent achievements
* Clarify the child’s current **educational needs**, and consider any health or care issues that might affect these
* For each area of special educational need, you will then agree on a **long term outcome**, which states what you would like the chid to be doing by the end of the next Key Stage (e.g. if your child is currently in Year 2, the long term outcome would relate to the end of Year 6).
* As a group you will then write what support your child will need in education to be able to work towards each long term outcome. This support is known as **provision**.

**Who will be at the conversion meeting?**

The school SENCo will lead the meeting, possibly with the school’s link Educational Psychologist. Your child will be there, if this is appropriate, as well as their class teacher or somebody else who knows them well.

Professionals from different Health, Education and Social Care (if relevant) teams will also be at the meeting, depending on your child’s individual needs and who has been involved when them before. These professionals will usually be people who you have met before and might include:

**An Educational Psychologist** – who may have assessed your child’s learning skills, behaviour and social and emotional development

**A Specialist Teacher from an educational support team**, for example the Learning and Cognition Team, the SEN Early Intervention Team, the Support Team for Deaf Children, or the Behaviour Support Team.

**A Speech and Language Therapist** – who may have assessed your child’s speech, language and communication needs

**A Physiotherapist or Occupational Therapist** – who may have assessed your child’s physical and motor development, or the kinds of equipment and adaptations they may need

**An Independent Supporter from Bradford Parent and Young People’s Partnership Service**, if you have requested this.

A **Representative from Social Care ,** if this is relevant.

**What will happen after the meeting?**

After the conversion meeting, the SENCo will send all of the information from the conversion meeting to the Special Educational Needs Team (SEN Team) at Bradford Children’s Services. The SEN Team will then turn this into a draft EHCP and send you a copy, asking you to state whether you have a preference for the setting that your child attends. When you are happy with the draft EHCP, a final copy will be issued and this will include the name of the setting that your child will go to. Like with your child’s Statement, the EHCP will then be reviewed each year.

**More information can also be found on:**

www.bso.bradford.gov.uk

[www.localoffer.bradford.gov.uk](http://www.localoffer.bradford.gov.uk)

www.barnardos.org.uk/parentpartnershipservice

[www.cafamily.org.uk](http://www.cafamily.org.uk)

**Where can I find out more?**

**EHCP Annual Review Conversion Meetings**

**A guide for parents**

