

## **Movers in process (Transfer in)**

### **Transferring between local authorities for a child or young person with an EHC Plan or Under Assessment.**



#### **Child or Young Person with an EHC Plan.**

9.157 - Where a child or young person moves to another local authority, the 'old' authority **must** transfer the EHC plan to the 'new' authority.

The old authority **must** transfer the EHC plan to the new authority on the day of the move, unless the old authority has been notified after the move. The old authority **must** transfer the EHC plan within 15 working days beginning with the day on which it did become aware.

9.158 - The old authority should also transfer any opinion they have received under the Disabled Persons (Services, Consultation and Representation) Act 1986 that the child or young person is disabled. Upon the transfer of the EHC plan, the new authority becomes responsible for maintaining the plan and for securing the special educational provision specified in it.

#### **What the new Local Authority must do.**

The new authority must, within 6 weeks of the date of the transfer, inform the child's parent or the young person of the following—

1. that the EHC plan has been transferred.
2. whether it proposes to make an EHC needs assessment; and
3. when it proposes to review the EHC plan in accordance with paragraph (5).

The new authority must review the EHC plan in accordance with section 44 of the Act before the expiry of the later of—

1. the period of 12 months beginning with the date of making of the EHC plan, or as the case may be, with the previous review, or
2. the period of 3 months beginning with the date of the transfer.

# Process Map

Parents/Carers contact SEND team to advise of move to Hillingdon

Yes

Ask Parent/carer if they have notified the 'old' LA.

No

Take Child/young person personal details. Including School type & SEN.  
Mover in date  
New Address  
Parents/Carers Contact details  
PP for Schools

It is the responsibility of the 'old' LA to transfer the EHC Plan on the day of the move.

Advise to notify the 'old' LA of intended move.  
Take Child/young person personal details. Including School type & SEN.  
Mover in date  
New Address  
Parents/Carers Contact details  
PP for Schools

File not transferred?  
contact 'old' LA & ask them to advise when the file will be transferred.

File transferred into borough on the day of the move.

## Stage 1. (Support officer)

- Add to movers in tracker
- Register onto system
- Allocate to SEND Officer (Catchment School)
- Issue acknowledgement letter to parents/carers

**\*\*Email to Allocated SEND officer\*\***

## Stage 2. (SEND Officer)

- SEND officer to contact the family to introduce themselves advise of next steps and find out if any PP schools (If not already known).
- Decided whether we need to do a re-assessment. If yes send to Manager to agree or not.
- Determine the primary need and the banding.

**\*\*Email back with above information and advise what school/s to consult with. \*\***

## Stage 3. (Support Officer)

Consultation/s to be made – 15 day for respond.  
Discuss responses with SEND officer and confirmed placement.

Issue confirmation letters to parent/Carer and agreed school/Setting.

Update system.

Week 1

Week 3

Week 6

## **Child or Young Person under Assessment**

9.162 Some children and young people will move between local authority areas while they are being assessed for a plan. The new authority in such cases should decide whether it needs to carry out an EHC needs assessment themselves and it **must** decide whether to undertake an EHC needs assessment if it receives a request from the child's parent or the young person.

The new authority should take account of the fact that the old authority decided to carry out an EHC needs assessment when making its decision. If it decides to do so then it should use the information already gathered as part of its own EHC needs assessment. Depending on how far the assessment had progressed, this information should help the new authority complete the assessment more quickly than it would otherwise have done.