

# Transitions from Statements to EHCPs



Top Tips for SEND professionals when transferring a child's statement to an Education, Health and Care Plan

## Communicate



Telephone parents at the start to introduce yourself and briefly discuss



Agree how and how often to communicate with the family so you keep them fully

## Listen



Listen to the parents' views carefully and use plain English, not acronym, to explain the



Show them the EHCP template and perhaps pre-populate from the existing statement as an

## New Assessments



Discuss what new assessments are needed. Enable parents to contribute to the process from the



Ensure new assessments will provide information aimed at fulfilling the young

## Keep parents informed



Contact parents BEFORE you send the draft and explain how they can make amendments if



person's outcomes Quality of words is more important than quantity ~ and it helps you keep

## Be proactive



Work closely with the SENCo/Learning Support so you know if they think an



If you don't know the answer to a question, say so, find out and let them know ASAP

## Clear & Legal



assessment is needed. final EHCP is clear, legal and reflects the family's input



Be flexible!



Tips provided by Marguerite Hays