



Transfer Review Flowchart for Statements

The local authority will notify the education provider of the transfer reviews due in that year



Transfer Review Meeting date set by the educational setting **4 weeks in advance of the meeting** and the local authority informed



Formal notification from local authority sent to parents / carers / young person / education provider **2 weeks prior to review**



Hold Transfer Review meeting and submit papers to Local Authority within **2 weeks**



Local Authority will process and gather any information necessary. **10 weeks**



Local Authority issues draft EHC Plan to parent/carer/young person for consultation. **15 calendar days**



Local Authority issues draft EHC Plan for consultation with the education provider. **15 calendar days**



Local Authority finalises EHC Plan **within 20 weeks**