ISLINGTON EHCP TIMESCALES

* **20 week** timescale to complete review from the formal notification letter to parents
* **Week 1:** School to send notification of transfer review meeting date and paperwork to parents/others attending the meeting  (week 1)
* **Week 3:** Transfer Review Meeting. The transfer review meeting is a person centred approach with the young person at the centre of the planning. It is to draw together all the information, discuss and decide on the outcomes for the EHCP and to ensure all the key elements for the Plan are captured. It is an opportunity to explain any decision making process and the timing of it.
* The transfer review report outcomes will be discussed and drafted at the meeting.
* **Week 5:** Schools will complete the transfer review report and send to LA (within 10 days of the meeting)
* **Weeks 5-12:** LA will follow the decision making process appropriate for the transfer in discussion with parents and the EHCP drafted
* **Weeks 14-17:**  Formal Consultation on draft plan with  families and education provider
* **Week 17-20:**  Any amendments and issue final EHCP