

Transfer Review Timeline

Schools prepare for the TR review meeting **in the weeks running up to the** date of the Transfer Review.

Plan must be finalised and sent.

Setting confirm date of TR with parents and professionals and inform LA. LA will send letter to parents. Setting can pre-populate TR document, gather pupil's views and collate existing reports from professionals.	LA must give a minimum of 2 weeks notice		Transfer Review meeting, EHC Needs Assessment, commission and gather new advice if required.														15 days		15 days	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
			Setting to send TR paperwork to LA within 2 weeks of TR meeting.											Draft plan to be completed OR Family notified of proposal to cease, if agreed				Parent or young person can comment and request specific school		Setting consulted about placement

Professionals are asked to provide advice within six weeks of LA receiving TR paperwork