



The Independent Helpline for Special Educational Needs

Small-group, one-day workshop
**POST-16 TRANSFER AND
CEASE TO MAINTAIN**

- This is a practical foundation workshop using case examples, and is designed for parents wanting to know how to start to fight effectively to make sure their children's needs are met.
- Participants are invited to bring along any papers relating to their children's needs, although there will be limited time to discuss individual cases.
- Places are limited because of the interactive nature of the workshop.
- During the course of the year we also offer to tackle particular topics in greater detail, such as appealing a statement or appealing after an annual review.
- *Please note this programme does not include post-16 provision **without** a statement.*

Thursday 1 March 2012

9:30am – 5:00pm

Electroline House, 15 Lion Road, Twickenham, Middlesex TW1 4JH
Behind Tesco Metro • Buses 110, 267, 281, 490, H22 and R70 stop nearby

Workshop fee: £50 per person

An **attendance certificate** can be provided if required. Please indicate on the booking form if you would like one

A sandwich lunch will be included

For further information and queries, contact MARTIN DEAN at the address below or via email on martind@sossen.org.uk



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Programme

09:30 **Coffee and introductions**

10:00 **Hands-on session**

1. Appealing a cease to maintain if one is issued (for example, when the local authority claims that the student can now transfer to a college setting and no longer requires a statement)

- a) The mechanism, and the combination with appeal against the current statement
- b) Getting started. The approach to challenging the cease to maintain and preparing the appeal
- c) Getting the timing right *

Coffee

- d) Evidence and obtaining the evidence *
- e) Using the evidence in order to appeal **also** the statement including Part 4 *
- f) Appealing the statement – Parts 2, 3, 4 *

* Note – the * indicates that this will be dealt with under the programme **below**

2. Appealing the statement when the 16+ transfer requires changes to Parts 2, 3, and 4, but the statement is still maintained

- a) Preparing the appeal documents
- b) When to appeal and the time frame
- c) Checking the statement. Which parts of the statement to appeal (your chance to appeal Parts 2, 3, 4)
- d) Obtaining independent advice and additional information re costs, schools, transport, etc. Using the request for changes form
- e) Preparing the appeal document, including the reasons in detail



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Programme (continued)

13:30 **Lunch**

14:15 **Continued (will include a break for coffee)**

- f) Checking the local authority response
- g) Reading, using and sending to Tribunal your new evidence
- h) Preparing a parental statement
- i) The working document – how to go about it

17:00 **Close**



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<h2>Booking form</h2> <p><i>Please use a separate form for each person attending</i></p>	
Workshop	POST-16 TRANSFER AND CEASE TO MAINTAIN
Date	<input type="checkbox"/> Thursday 1 March 2012
Time	9:30am – 5:00pm
Venue	Electroline House, 15 Lion Road, Twickenham, Middlesex TW1 4JH
Name	
Address	
Post code	
Telephone	
Mobile	
Email <i>essential</i>	
I enclose a cheque for £ 50	<input type="checkbox"/> Tick here if you require an attendance certificate

Please make cheques payable to **SOS! Special Educational Needs**

Send your cheque and booking form to
Martin Dean, 275 Staines Road, Twickenham, Middlesex TW2 5AY