

Statutory Needs Assessment and Education, Health and Care Plan

6
Weeks

- Request received for child/young person to receive an assessment
- SENRAP consider evidence against criteria and will allocate a keyworker
- Decision communicated, if statutory assessment is not agreed a Local Offer Meeting will be offered
- Statutory Needs Assessment Agreed;

12
Weeks

- SENAT Officer arranges to meet with parents to outline the process that will take place and gather parent and young person views (if appropriate)
- Dates for an Coordinated Needs Assessment and Plan Meeting are agreed

- Professionals in Education, Health and Social Care are requested to undertake assessments to inform the draft EHC Plan
- Coordinated Assessments and Plan Meeting is Held outcomes are discussed and agreed
- The draft EHC Plan is discussed

16
Weeks

- After the meeting, the draft EHC plan is updated
- The draft EHC Plan will be sent to parents to approve and can comment on any changes
- Parents and young people choose preferred school, early years or college who are consulted
- Additional resources allocated if necessary

20
Weeks

- The finalised EHC Plan is issued
- Plan put in to action by the appropriate agencies

Holy Rood School Input:

School Prepare EHCNA ready for this stage (see pg2). Uploaded on SEND portal for SBC.

At this stage, school are contacted for further information about the child as well as ideas for target setting for the end of the relevant key stage/phase.

EP will coordinate with SENDCo to meet and discuss needs with staff, parents and child (if relevant).

At this stage a Co-production meeting is held with EHC Co-ordinator, parents and SENDCo to check through draft EHCP and make any amendments.

School will be consulted on the EHCP and SENDCo will need to respond with information as to whether they can meet the needs of the pupil or not. This has to be completed within 15 days of the draft.

What is needed to go into an EHCNA?

- **Key Document: Graduated Response – Assess – Plan – Do – Review:**
 - Minimum of 2 terms evidence
 - Information evidencing – needs – provision – reviews (repeated)
 - Costings of provision in place
- Banding Document – evidence used to identify the level of funding
- Evidence that the provision in place is costing more than the funding in place
 - Costed Provision Map
- Evidence that the needs are higher than those of children with SEND
 - SEND Criteria
- Any outside support
 - EP, SALT, OT, SEMH, outreach support...
 - Early Intervention or Safeguarding documents
- Parental Voice (template) and permission
- Childs's voice (template)
- Relevant timetables (bespoke or reduced)
- Attendance Data
- IEPs