

EDUCATION, HEALTH AND CARE PLAN

NEEDS ASSESSMENT APPLICATION PROCESS

STAGE 1 - INITIAL DISCUSSIONS

This stage involves discussions about the child or young persons needs, between school staff, parents and any other professionals involved.



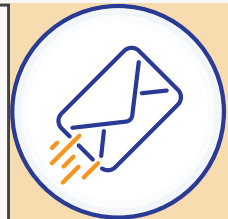
STAGE 2 - INFORMATION GATHERING

The SENCO (if school application) or parent collects information about the child or young persons needs.



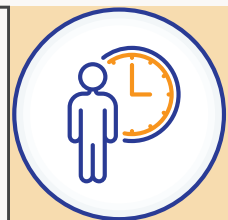
STAGE 3 - REQUEST SENT TO SOUTHWARK

The EHCP request form and all accompanying documents of evidence are sent to Southwark LA SEND department.



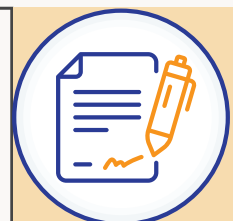
STAGE 4 - AWAITING THE OUTCOME

SENCO and parents meet to discuss the outcome of EHCP request from Southwark.



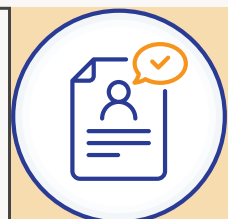
STAGE 5 - RESPONDING TO OUTCOME

Southwark will respond to the request stating whether the needs assessment has been granted or they have decided not to proceed.



STAGE 6 - EHCP ISSUED

If the needs assessment is granted it will result in an EHCP being produced. The school will then put in place appropriate support.



STAGE 1



INITIAL DISCUSSION

THIS STAGE INVOLVES DISCUSSIONS ABOUT THE CHILD OR YOUNG PERSONS NEEDS, BETWEEN SCHOOL STAFF, PARENTS AND ANY OTHER PROFESSIONALS INVOLVED.

01	Parents and SENCO meet to discuss the needs of the pupil	COMPLETED <input type="checkbox"/>
02	SENCo meets class teacher and teaching assistant to discuss needs of the pupil and provision	COMPLETED <input type="checkbox"/>
03	SENCo looks at pupil's data such as attainment level and progress	COMPLETED <input type="checkbox"/>
04	SENCo observes pupil in class and carries out a Book Look	COMPLETED <input type="checkbox"/>
05	SENCo meets parents to share findings and give parents the following: <ul style="list-style-type: none">• EHCP application Pack for parents to take away and read/refer to (to include: information about what an EHCP is, what a request for one involves, timeframes)• A form for parents to complete stating their reason why they would like to request an EHCP assessment	COMPLETED <input type="checkbox"/>
06	SENCo gathers details of attainment and progress (including evidence of interventions and 'assess, plan, do, review'.	COMPLETED <input type="checkbox"/>
07	SENCO and parents go through the Southwark Guidance, highlighting the points relevant to their child and discuss the possibility of an EHCP request being accepted by Southwark. Decide whether to proceed with making a request for an EHCP assessment.	COMPLETED <input type="checkbox"/>

STAGE 2



INFORMATION GATHERING

THE SENCO (IF SCHOOL APPLICATION) OR PARENT COLLECTS INFORMATION ABOUT THE CHILD OR YOUNG PERSONS NEEDS.

01	SENCo starts gathering information from any professional and external agencies that have worked with the child/family in the last 18 months, requesting new assessments if necessary	COMPLETED <input type="checkbox"/>
02	SENCO gets evidence of interventions over the last 18 months. A minimum of 2 rounds of 'assess, plan, do, review' needed so that there is evidence of targets being achieved and new targets set	COMPLETED <input type="checkbox"/>
03	SENCO requests parents to complete a form giving their views of their child	COMPLETED <input type="checkbox"/>
04	SENCO checks all the documents of evidence are ready	COMPLETED <input type="checkbox"/>
05	SENCO starts to complete the EHCP request form	COMPLETED <input type="checkbox"/>
06	SENCO meets parents to explain the next stage and give them an estimated date that the EHCP request will be sent	COMPLETED <input type="checkbox"/>

STAGE 3



REQUEST SENT TO SOUTHWARK

THE EHCP REQUEST FORM AND ALL ACCOMPANYING DOCUMENTS OF EVIDENCE ARE SENT TO SOUTHWARK LA SEND DEPARTMENT.

01	Parents and SENCO meet to discuss the needs of the pupil	COMPLETED <input type="checkbox"/>
02	SENCo meets class teacher and teaching assistant to discuss needs of the pupil and provision	COMPLETED <input type="checkbox"/>
03	SENCo looks at pupil's data such as attainment level and progress	COMPLETED <input type="checkbox"/>

STAGE 4



AWAITING THE OUTCOME

01	SENCo and parents meet to discuss outcome of EHCP request from Southwark	COMPLETED
		<input type="checkbox"/>

STAGE 5



RESPONDING TO OUTCOME

THE LA WILL RESPOND TO THE REQUEST STATING WHETHER THE NEEDS ASSESSMENT HAS BEEN GRANTED OR THEY HAVE DECIDED NOT TO PROCEED.

STAGE 5a

RESPONDING TO A NOT TO PROCEED OUTCOME, OR A NEEDING MORE EVIDENCE OUTCOME

01 SENCO and parents meet to discuss outcome letter and next steps (this may be appeal the decision, or resubmit at a later date with more evidence) COMPLETED

STAGE 5b

RESPONDING TO A NEEDS ASSESSMENT BEING AGREED

01 Parents complete and return forms given to them via Southwark COMPLETED

02 Once Southwark SEND have carried out their assessments and written the EHCP they arrange a co-production meeting (to be attended by Southwark, parents and SENCO) to read the EHCP together and make sure everyone is happy with it COMPLETED

03 Southwark SEND issue a draft version of the EHCP which is sent to the SENCO and parents (to be read and agreed) COMPLETED

04 SENCO AND PARENTS NOTIFY SOUTHWARK SEN THAT THEY AGREE TO THE DRAFT EHCP COMPLETED

05 SOUTHWARK SEN FINALISE THE EHCP AND SEND IT TO SCHOOL AND PARENTS

06 SENCO AND PARENTS NOTIFY SOUTHWARK SEN THAT THEY AGREE TO THE FINAL EHCP COMPLETED

STAGE 6



EHCP ISSUED

IF THE NEEDS ASSESSMENT IS GRANTED IT WILL RESULT IN AN EHCP BEING PRODUCED. THE SCHOOL WILL THEN PUT IN PLACE APPROPRIATE SUPPORT.

01	SENCo shares the EHCP and outcomes for the year ahead with teachers and class support staff.	COMPLETED <input type="checkbox"/>
02	SENCO meets with parents to: <ul style="list-style-type: none">• Share EHCP outcomes for the year ahead• Introduce parents/carers to the member of staff providing personalised support	COMPLETED <input type="checkbox"/>
03	School allocates appropriate support for pupil and if allocated funding is granted.	COMPLETED <input type="checkbox"/>
04	SENCO regularly monitors the provision and support (working with the teacher and staff administering the personalised support)	COMPLETED <input type="checkbox"/>
05	SENCo arranges the Annual Review for around one year after the EHCP issue date	COMPLETED <input type="checkbox"/>
