



In this Edition — Before an Annual Review, Reading through an Education, Health and Care Plan (EHCP), SEND Partnership Update, Updated Information

Special Educational Needs & Disabilities

TRIBUNAL Workshop

For parents wishing to appeal
their final EHCP plan or
statement

WHEN

Wednesday 28 February 2018
9.30 am – 12.30 pm

WHERE

The Woodside Hub, Witard Road,
Norwich, NR7 9XD

TO BOOK CALL 01603 704070 or Email:
sendpartnership.iass@norfolk.gov.uk

COST - FREE

Tea & Coffee available

GUIDANCE WITH

- Considered Mediation
- Appeal Forms
- Preparing your case for appeal
- Appeal timetable
- Evidence needed

There will be some individual
time slots available for
individual support from 1pm
after the
workshop.
These must
be booked in
advance.



Before an Annual review meeting of an Education, Health and Care Plan (EHCP)



Information taken from the Special Educational needs and disability code of practice 0-25 years, January 2015 (SENDCoP) and the SEND regulations 2014

Once an EHCP has been finalised it should be used to actively monitor children and young people's progress towards their outcomes and aspirations.

It is the Local Authorities (LA) duty to review an EHCP, the LA can require some types of educational provision to arrange and hold a review, these include:

- LA Maintained nurseries and schools
- Academies, Free Schools including those delivering alternative provision.
- Pupil Referral Units (Short Stay Schools)
- Non-maintained special schools and those approved by the Department of Education, called the **section 41** list.

The plan **must** be reviewed within a year from the date of the first final EHCP and thereafter within 12 months from the last review.

For children aged 0 to 5 the LA should consider reviewing at least every 3 to 6 months.

What happens	When should it happen
<ul style="list-style-type: none"> • LA should tell schools which EHCP's are to be reviewed and say which reviews must focus on transition and preparation for adulthood 	<ul style="list-style-type: none"> • At least two weeks before the start of term SENDCoP 9.172
<ul style="list-style-type: none"> • The school or setting must request advice and information about the child/young person (yp) from: the child/yp/parent, school/setting, LA officer, Health, Social care. 	<ul style="list-style-type: none"> • There is no specific date but the requested information must be circulated two weeks before the meeting
<ul style="list-style-type: none"> • The person arranging the meeting must invite parents or YP, rep of school or institution, LA SEN officer, health and social care (and anyone else that is relevant). 	<ul style="list-style-type: none"> • At least two weeks before the meeting. SEND Regs 20 (4)

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Before the review meeting children, young people and parents will be asked their views about your child/young person's education. This is your opportunity to record any concerns you may have and discuss what has gone well. Also to make comments about the EHCP and future outcomes and anything which has changed since the last review or final plan.

The summer edition of our newsletter will look at the Review Meeting. For information now please go to our website and read the booklet, **Reviewing an EHCP**, you can also contact us by phone or email for further information and advice.

Reading through an Education, Health and Care Plan (EHCP)

We hear of many parents/carers who are so relieved to have a draft EHCP for their child or young person (yp) that they agree to the content without having had a thorough read. An EHCP is a legal document, and it is important that it is correct and describes your child/yp clearly. It must describe what the 'needs' of your child/yp are, what provision they need, and what the agreed outcomes are for your child/yp.



Each local authority can develop their own layout for their EHCP - but legally they **must** contain a number of separate sections. For further information, read our **EHCP booklet** available on our website. You can also find **IPSEA's EHCP Check List** at www.ipsea.org.uk.

When you receive the **draft** EHCP it will not name a school in Section I. This is because an EHCP **must** be written about the child/yp's needs and not written to meet the needs of the school/setting.

All special educational needs (SEN), provision and outcomes **must** be specified in an EHCP. The use of vague words should be avoided such as "regular", "access to" or "opportunities for". This means it should be clear who has to do what, when and how often (it will not name a specific person but should state the job role, training needed etc.).

Going through the reports:

With the draft EHCP you will have received all the reports/evidence collected during the assessment. We recommend that you photocopy your EHCP and the reports single sided and then go through each report with two highlighter pens.

In **one colour highlight** all your child/yp's special educational **needs** – 'needs' are the difficulties that your child has – not their diagnosis, but how the diagnosis affects their education;

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An example of a need: Pupil X has ADHD (diagnosis), - Pupil X finds it hard to stay focused in a noisy, busy classroom, and is easily distracted (special educational need).

Then go through all the reports again, **in another colour pen**, highlight all the **provision** that the professionals have identified they need (the support that is needed to support the SEN);

An Example of provision: Pupil X needs to have a separate desk with a screen to minimise the classroom distraction. He will have a high level of classroom support to prompt him to stay on task.

Going through the EHCP:

Once you have gone through all the reports, repeat this process with the ECHP.

- All the 'special educational **needs**' that you have highlighted in the professional reports/evidence will need to be written into **Section B**.
- All the **SEN provision** that you have highlighted in the professional reports/evidence will need to be written into **Section F**.
- Health Care needs will need to be written into Section C.
- Health Care provision will need to be written into Section G
- Social care needs will need to be written into sections D
- Social care provision will need to be written into section H1 and H2
- **Any** needs and provision that **trains or educates** your child or young person are educational needs and provisions, and must be in section B and F as above e.g. Speech & Language Needs and Therapy would normally be considered educational needs and provision.

The needs (sections B,C and D) and the provisions (section F, G and H) and the outcomes (section E) should lead to the type of educational setting named in section I (placement).

If you are not happy with the content of the EHCP please contact your EHCP Co-ordinator and/or you can contact us to discuss.

This is not an easy process and if you would like support checking your EHCP then call us on 01603 704070



Norfolk SEND Partnership Update

We have had a busy start to the year and are happy to have recruited 2 new members to our team.

We have our Tribunal Workshop coming up on 28th February, please see front page for more details.

We are coming to the end of our latest Independent Partnership Supporter volunteer training (IPS) and welcome the successful cohort to our service.

For more information please contact us on 01603 704070.



Hi my name is Amy. I am mum of 2 children who have additional needs and I have previously worked in school with ASD children. I trained as an Independent Parent Supporter in 2016 and carried out that role for a year, before being successful in getting my position as helpline adviser in November 2017.



My name is Belinda Coxall and I joined Norfolk SEND Partnership as a business support officer working part time. I previously worked in the Customer Service Department at Norfolk County Council. I am really enjoying working within this small busy team supporting parents/carers of children and young people with special educational needs.

Updated Information

First Tier SEND Tribunal update:

Robert Goodwill MP Minister of State for Children and Families has announced that the First Tier Tribunal (SEND tribunal) will be starting a new national two year trial in March 2018. This trial will expand the powers of the SEND Tribunal to enable it to make non-binding recommendations on the health and social care aspects of Education, Health and Care (EHCP) alongside the binding decisions on the educational aspects.

In a previous trial (the SEND Tribunal ran a very limited trial involving just 17 of the 152 Local Authorities in 2016) it was successful in bringing about better joint working between education, health and social care services. Nearly all the recommendations were followed in the trial.



Department
for Education

The department of education has stated that *'While the First-tier Tribunal's recommendations are non-binding for health and social care partners, we would generally expect that recommendations are followed. If recommendations are not followed, families would be able to complain to an Ombudsman or in exceptional circumstances, seek to have the decision judicially reviewed.'*

Robert Goodwill believes this will reinforce the person-centred nature of the Children and Families Act 2014 by enabling the Tribunal to take a more holistic view of the child or young person's needs. Regulations will set out the new duties on all Local Authorities and health commissioners.

Please let us know if you would like large print copies



Translations of our newsletters are available in Portuguese and Polish and are available on our website. Please contact us if you need this in another language.

www.norfolksendpartnershiass.org.uk/newsletters



Contact Us

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Other Places for Information

Every Local Authority must publish a **SEND Local Offer** telling you about what support is available for children and young people with Special Educational Needs and/or disabilities. This must include information about education, health and care provision. It tells you about training employment and independent living for young people locally. Search the SEND Local offer or the **Norfolk Directory** for things to do for children and young people with SEND that are suitable for the whole family. You can also find mainstream clubs and activities which are accessible to children and young people with SEND.



If you are looking for childcare contact **Norfolk Family Information Service** who give guidance, advice and information to families with children age 0-19 (age 0-25 with additional needs). You can call them on 0344 800 8020.



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Norfolk SEND Partnership is an 'arms length service' funded by Norfolk County Council, working with the voluntary sector and other professionals to support young people and parents/carers of children with special educational needs and disabilities.