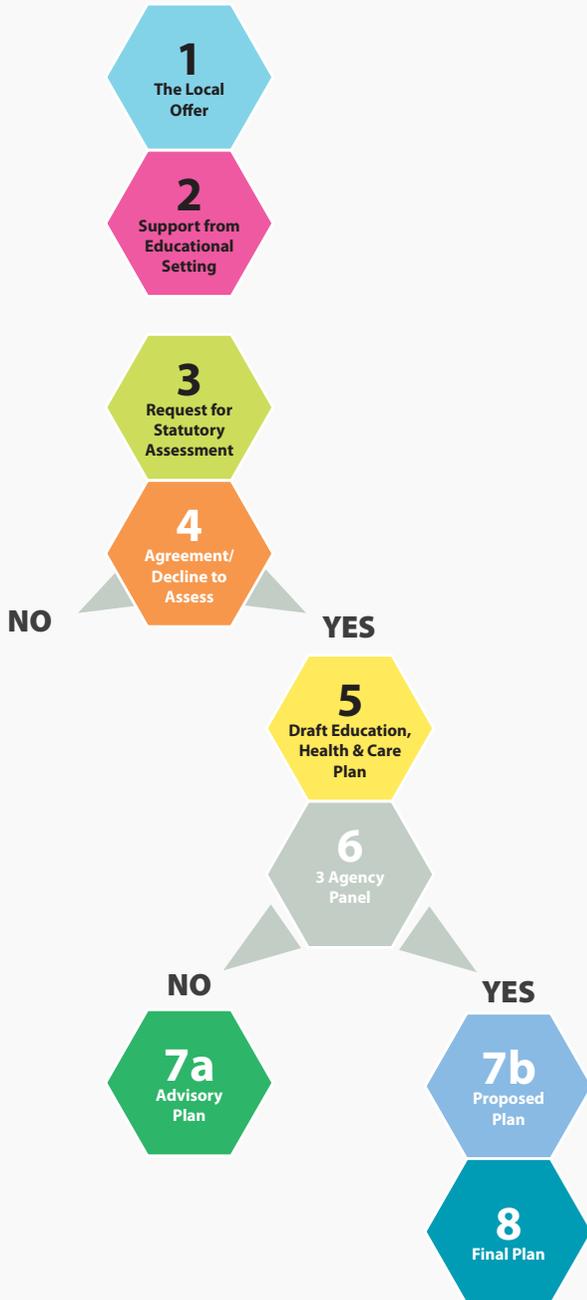


Education, Health & Care Plan (EHCP) Pathway

v.2 Dec 2016

20 weeks unless there are legal exceptions (see Stage 4)



Education, Health & Care Plan (EHCP) Pathway

The Pathway follows a person centred approach whereby the child/young person is the focus of the process, and their views and their wishes are taken into account at each stage.

1. Local Offer

The first stage of the pathway is the SEND Local Offer. The SEND Local Offer is an important Step in the pathway. The Local Offer brings together information, advice and guidance for parents/guardians, children and young people with SEND, and professionals working with them. It will help access resources appropriate to needs, with or without an EHCP.

You can access the Local Offer at www.enfield.gov.uk/SEND.

2. Educational Setting Support (eg, pre-school, school or college)

Any concerns should be discussed with the educational setting. All settings have a responsibility to meet a child/young person's educational needs and should be recording any additional needs on an Individual Support Plan (ISP). This is a document which the educational setting must develop in partnership with parents/guardians and children/young people if appropriate. The ISP will include outcomes set for the child/young person and should indicate any extra provision/classes/equipment that will be made available. This ISP should be reviewed at least twice within the setting and will include any recommendations/strategies which have been offered by other specialist professionals, such as the Educational Psychologist or Speech and Language Therapist.

3. Request for Statutory Assessment

The majority of children and young people with SEN or disabilities will have their needs met within a local mainstream educational setting. Some children/young people may require an assessment so that the Local Authority (LA) can decide whether it is necessary for it to make provision which is over and above what is available in a mainstream provision.

A request for statutory assessment can be made by a child/young person's educational setting, parent/guardian or young person over the age of 16 years, but under the age of 25 years.

If you think that your child/young person's needs are not being met, despite educational setting interventions, you may make a request for a Statutory Assessment. Please note that if you are considering requesting as a parent/guardian, you should make your child/young person's educational setting aware. An educational setting can also request a Statutory Assessment.

It is very important to make sure that the forms are filled in completely and no information is missing otherwise this may result in the forms being returned.

It should be noted that a request for a Statutory Assessment does not necessarily result in an EHCP.

4. Agreement/Decline to assess

The request form and any attached reports or documentation will be considered by a panel of professionals at the LA and they will decide whether a needs assessment is necessary. To inform the decision the LA will need to take into account a wide range of evidence which will include:

- Evidence of developmental milestones/ability to access learning and overall progress
- Information about the nature and extent of SEND
- Evidence of action already taken by the educational setting to meet the SEN, in consultation with relevant professionals, including an Educational Psychologist
- Evidence of the child/young person's physical, emotional and social development and health needs drawing on relevant evidence from clinicians and other health professionals.

The LA must make a decision and will communicate this decision to the parent/young person within 4 weeks of receiving the request.

If the LA declines an assessment

If the information/evidence presented indicates that a needs assessment is not required at this time the LA will inform the parent/guardian/young person of this decision within 4 weeks of receiving the request. The LA will also give the reasons why it has decided not to proceed and may make a recommendation to the educational setting for a visit by the School Improvement Service, who can provide advice and guidance in relation to the request and evidence submitted. It may be helpful at this time to arrange a meeting with an allocated member of the Special Educational Needs (SEN) Team to discuss this outcome. There is also the opportunity to seek disagreement resolution and mediation services prior to considering appeal to the Special Educational Needs and Disability Tribunal (SENDIST). Should further information become available, the request can then be resubmitted to the Panel.

If the LA agree to an assessment

The LA must gather evidence from relevant professionals and the parent/guardian/young person will be able to offer views, wishes and feelings. The LA will gather advice from the following, where appropriate:

- Educational setting
- Any peripatetic teacher involved
- Health care professional
- Educational Psychology Service
- Social Care

Some of this advice may already have been forwarded to the LA with the request and the parent/school/young person can notify the LA of any other appropriate professionals they wish to include.

The overall timeframe for an EHC Needs Assessment is 20 weeks.

Legal Exceptions

Sometimes there will be exceptional circumstances which will delay the process such as:

- When appointments are missed.
- Where the child/young person is absent from the area for a period of at least 4 weeks.
- Exceptional circumstances which affect the child/parent/young person.
- Where the educational setting is closed for at least 4 weeks.

5. Draft Education, Health & Care Plan

All About Me

The parent/guardian/young person will be sent the personal profile section of the EHCP known as “All About Me”, and asked to complete this. Advice and guidance for completion of this section can be offered by the school, Enfield SEND Information Advice and Support Service (SENDIASS), Enfield Careers Service or the SEN Team. There may also be specific training sessions organised by the LA which you can attend (see Local Offer for more information www.enfield.gov.uk/SEND)

Multi-Agency Meeting (MAM)

If the LA has agreed to proceed with a needs assessment, a Multi-Agency meeting will be arranged. This will be co-ordinated by the educational setting or the LA, with the relevant professionals.

All advice requested from involved services and professionals will need to be made available at this meeting.

The purpose of this meeting is to discuss the needs of the child/young person and, in partnership with the family, identify and agree outcomes and the provision the child/young person may require to meet these outcomes. An EHCP must specify educational, health and care outcomes that will enable the child/young person to progress their learning in preparation for adulthood.

PLEASE NOTE: An outcome is a benefit or difference made to an individual as a result of an intervention. It should be personal and not expressed from a service perspective. For example, the provision of one hour speech and language therapy is NOT an outcome, it is a provision. The outcome is what it is intended that the speech and language therapy will help the child/young person to do that they

cannot do now. An outcome will usually set out what needs to be achieved by the end of a phase or stage of education in order to enable the child/young person to progress successfully to the next phase or stage.

Personal Budgets

A Personal Budget is a sum of money which may be allocated by the Local Authority, NHS or by the educational setting to deliver all, or some of the services and support set out in an Education, Health and Care Plan (EHCP) to help your child/young person achieve their outcomes (see Local Offer for more information www.enfield.gov.uk/SEND)

If your child/young person has an EHCP you have the right to ask for a personal budget. Of course, having a personal budget is optional, and will be discussed with you as part of the EHCP planning process. Parents/guardians and young people may also request a personal budget during a statutory review of an existing plan.

Draft EHCP

Following this meeting a DRAFT EHCP will be prepared by a member of the SEN Team.

Contents of a Draft EHCP

The EHCP will include the following sections:

SECTION A	Personal Details and All About Me
SECTION B	Statutory Advice: Education
SECTION C	Statutory Advice: Health
SECTION D	Statutory Advice: Social Care
SECTION E	My Outcomes
SECTION F	Education Provision
SECTION G	Health Provision
SECTION H(1) and H(2)*	Social Care Provision
SECTION I	Educational Placement
SECTION J	Personal Budget
SECTION K	Professionals Involved and Appendices

***H(1) and H(2) – Social Care Provision**

Most children and young people will not require extra help because they are able to enjoy, benefit from, and have their needs met through universal services. Universal services include local leisure centres and sports clubs, activity groups at a child's school and local community groups and organisations.

Specialist short breaks are provided to children and young people with more complex disabilities who require extra support over and above that provided by universal services. Specialist short breaks ensure they have an opportunity to spend time away from their parents, relax with friends and have fun. They also provide parents and siblings with a break from their caring responsibilities. Not all children and families will need the same level of specialist short breaks. Some will need more than others because of the impact of their child's disability or their individual family circumstances. For more information go to:

<https://new.enfield.gov.uk/services/children-and-education/local-offer/shortbreaks-and-activities/short-breaks>

H(1) Social Care Provision – for children and young people up to the age of 18 as outlined in the Chronically Sick and Disabled Persons Act (CSDP) 1970 includes the following:

- Practical assistance in the home
- Provision or assistance in travelling to facilities
- Adaptations to the home
- Facilitating the taking of holidays
- Provision of meals at home or elsewhere
- Provision of assistance in obtaining a telephone and any necessary special equipment necessary
- All non-residential short breaks

H(2) Social Care Provision – this is for any other social care provision provided under Section 17 of the Children Act 1989 or under Early Help, including:

- The provision of overnight short breaks
- References to the services and support identified within Enfield's Local Offer for children and young people with SEND
- Support and services available to young people aged 18 plus.

6. 3 Agency Panel

Once drafted, the EHCP will be considered by a Three-Agency Panel which will include professionals from Education, Health and Social Care. It is the remit of this Panel to:

- Agree/disagree with the formalising of the EHCP
- Agree/disagree the provision specified in the EHCP

7a. Advisory Plan

If the LA decides that a formal plan is not necessary, the SEN Team will issue an “Advisory Plan” and will notify the parent/guardian/ young person/educational setting giving reasons for this decision. You will also be advised of your right to appeal that decision and the requirement to consider mediation should you wish to appeal. You should contact the SEN Team in the first instance and they can advise you of other independent disagreement resolution services.

The Advisory Plan can be used to inform how the outcomes sought for the child/young person can be achieved through provision in the educational setting and with support from other agencies (see Local Offer for more information www.enfield.gov.uk/SEND)

7b. Proposed Plan

If the LA decides that a formal Plan is required:

- A proposed EHCP will be sent to the parent/guardian/young person who has 15 calendar days to give their views on the content. You may wish to talk to your child/young person’s educational setting, the SEN Advisory Officer or any other professional involved, during this time
- The proposed Plan **MUST NOT** contain the name of any school/ educational setting but the parent/guardian/young person can request that a particular school/educational setting is named in Section I of the Plan. However, the preference of the educational setting must be suitable to the age, ability, aptitude and SEN of the child/young person and their attendance would not be incompatible with the efficient education of other children or the efficient use of school or LA resources.

- The SEN Team will consult with the preferred educational setting if the LA considers it appropriate to meet the child/young person's needs. The SEN Service will also consult with any other school that it feels may be appropriate in order to secure the most suitable provision and to avoid delays. The views received from the school will be considered carefully by the LA who will decide whether or not to name it in the Final EHCP. If your preference of educational setting is in another LA, it will be necessary for the SEN Service to formally consult with that LA.

8. Final Plan

When changes are suggested to the Proposed Plan by the parent/guardian/young person and agreed by the LA the Proposed Plan will be amended as quickly as possible and finalised.

Where changes suggested are not agreed by the LA, it may still proceed to issue the final EHCP and this will of course be discussed with you and we would hope that, together, the issues can be resolved. However, if this is not the case, the parent/guardian/young person may appeal to the Tribunal and must consider mediation should they wish to appeal. (See Local Offer for more information www.enfield.gov.uk/SEND)

Where an educational setting is named in an EHCP they must admit the child/young person.

The EHCP will be reviewed on an annual basis.

For more information:

Please visit Enfield's Local Offer www.enfield.gov.uk/SEND

Refer to your School's SEN Information Report which is available on the school's website

Your child/young person's Educational Setting

Speak to the SENCo or Inclusion Manager

Enfield SENDIASS

Offers free, independent, confidential and impartial information, advice and support to parents and carers of children/young people with special educational needs.

Tel: 020 8373 6273

Email: enquiries@enfieldparents.org.uk

SEN Service

Email: sen@enfield.gov.uk

Joint Service for Disabled Children (JSDC)

Tel: 020 8363 4047

Email: cheviots@enfield.gov.uk

Mediation & Dispute Resolution

Provider: KIDS

Tel: 020 7359 3635

Web: www.kids.org.uk/mediation

The Special Educational Needs & Disability Tribunal (SENDIST)

Tel: 01325 289350

Email: sendistqueries@hmcts.gsi.gov.uk

Contact Enfield Council

Civic Centre
Silver Street
Enfield
EN1 3XY

Tel: 020 8379 1000
www.enfield.gov.uk

