

What to Expect and When during an EHC Needs assessment

Week 0 - 2	Quality Assurance	<p>School Referral – the SENCO will apply via online system called Liquid Logic. LA will send an acknowledgement letter/email to parents to acknowledge LA have received it, and that it is going to be heard at TAP.</p>	<p>Parent/other referral – the paper application is received via post/email. LA upload onto system, and send parents an acknowledgement letter to confirm LA have received it, and when it should be heard at TAP. A senior caseworker may contact parent to discuss your application with you in more detail.</p>
Week 2 - 6	Trafford Assessment Panel - TAP	<p>Members discuss new cases on the agenda with threshold criteria to help and record views</p>	
		<p>Decision AGREE TO ASSESS</p> <p>The TAP panel recognise that your child's SEND should be assessed through a Needs Assessment, in order to find out more information as to the level of difficulty.</p>	<p>Decision NOT TO ASSESS at this time.</p> <p>The TAP panel recognise that child's needs can be met within school resources and at SEN support with Element 2 funding. More evidence or information is needed. Parents will receive a letter explaining this and giving rights of appeal. Another application can be made in 6 months</p>
5 - 11	Assessment & Info Gathering	<p>Parents receive an email or telephone call from your designated EHC coordinator. This person will be point of contact throughout the whole process. The EHC coordinator (EHCCO) will book in a meeting with parents and professionals to discuss provision and outcomes.</p> <p>The EHC coordinator will be asking professionals for reports and information. An Educational Psychologist will arrange to meet CYP.</p>	
14 - 16		<p>The EHC coordinator will attend an EHC meeting to look at the plan so far, and discuss outcomes and provision with parent.</p>	
13 - 16	MAR Panel	<p>The draft plan will be submitted to the ^{MAR}Moderation and Resource Group. The core members will make recommendations and agree outcomes, type of placement and suggested funding.</p>	
		<p>YES to Issue a plan. The outcomes and provision will be added into the plan. Parents sent a draft to have a look at.</p>	<p>No to Issue a plan because the assessment has shown that needs can be met by schools resources at SEN Support. Parents receive all the reports LA have gathered as a result of the assessment, and school can use these to write an Element 2 Support Plan.</p>
16	Final	<p>Parents receive a draft plan where section I will be blank and have 15 days to make any final representations and confirm the preferred education options. Details will be included in a letter.</p>	
17		<p>The EHC coordinator will consult for a placement and discuss this with parent</p>	
18 20		<p>Parent receives the final plan. This now takes over as the legal document regarding special education needs and must be recognised by educational provider. If disagree with the contents parents have a right to appeal. This information will be given to via letter</p>	

What to expect and when during an EHC transfer

Preparation Stage	0	<p>The LA will send a formal letter to school and parents notifying them of key dates. This will be two weeks in advance of starting the process. EHC Coordinator (EHCCo) will be given a list of all required transfers by name. The Yearly Transfer Planner is available on the local offer to show which year groups will be transferring in advance to pre-plan any meetings</p> <p>EHCCo contact all parents and schools in advance of the meeting, explain the forms to parents and schools - TR1 – 5</p> <p>LA will need to collect as much information from the school as possible. The educational advice is crucial to developing sections B, E and F of the plan and replaces the old 'app b'.</p> <p>Any staff involved with the child should be asked to contribute to create a detailed report. This will include a summary statement and four detailed sections under the areas code of practice. Parents may need support completing their sections. It is important LA receive as much information from the family, child and professionals as possible.</p> <p>Parents elect how they want Child Views to be completed. This can be done at home with parent or at school with a familiar member of staff. LA can only accept the TR forms via the ehcschools@trafford.gov.uk</p> <p>SENCO plans a meeting and EHCCo attends. The meeting must take place before week 7. Once parent's forms received EHCCo send out formal information requests for those people involved. Informal notifications will have already been sent so any team manager should be aware of children's names already.</p>
	1	<p>EHCCo will need to start collecting the transfer forms as they arrive on ehcschools@trafford.gov.uk. Before EHCCo attends meeting, they collated information from TR1 – 5 onto an 'outlined' EHC plan (new version). Attach the forms and evidence to liquid logic. Send a reminder if for missing forms</p>
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	3	
	4	<p>This is the last date to receive forms ehcschools@trafford.gov.uk</p>
Meeting Stage	5	<p>Follow the meeting agenda. EHCCo collects</p> <ul style="list-style-type: none"> • an up to date provision map • an expected provision map if school feel there may be changes in the year ahead • idea of the current outcomes the child is working to • SEN support plans and any reports <p>The school should host the meeting and this will be run in the usual child centred way focusing on outcomes and provision. Guide to a Transfer Agenda on the local offer to follow. EHCCo's gather and record all the information and discuss key transitions for CYP in year 5, 8, 9 and 11. Parents must be told where their qualifying school is and which school is their preferred choice.</p>
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Co-production stage	8	<p>EHCCo sends out the request for professional information for all those involved and starts co-writing the EHC plan on liquid logic. EHCCo sends the plan back and forth and contacts people for more information. Updates liquid logic as information arrives. Check for SEND admissions form.</p>
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	12	<p>If new placement or provision needs to be considered, EHCCo puts the draft EHC back through MAR group. The draft EHC will be looked at and confirmation will be agreed. This is the last date at which LA can decide not to go ahead with the EHC. If this happens, EHCCo will arrange to meet parent to explain the reasons.</p> <p>EHCCo sends a final draft plan to parents with a formal letter. Once the parents are happy with the plan and no further amendments can be made, the draft plan will go back through MAR. EHC Manager will sign the plan off and the BSO will consult with schools and the Governing body for a place at the school based on the needs in the plan.</p> <p style="text-align: center;">This is the last time we will be able to amend the plan</p>
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Final stage	18	<p>EHCCo will put a copy of the final plan to update on liquid logic. From this time the statement is no longer valid and the new EHC plans takes over as the legal document in which the child's Special Educational Needs are recognised.</p>
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	20	

		Autumn Term		Spring Term		Summer Term		
		Year 11	Year 6	Nursery + ½ Year 2 other	Year 9	Year 12	½ Year 2	
Pre Transfer 2016 -2017	0	July 1st letters sent to sch and parents Prep info and dates						
01/09/2016	1	Sch Report TR4/5 & Parents TR1/2 LA Request Reports TR3	0	letters sent to sch and parents Prep info and dates				
08/09/2016	2							
15/09/2016	3							
22/09/2016	4	Submit TRS to LA for prep						
29/09/2016	5	Assessment Summary Meetings focus on provision and outcomes	1	Sch Report TR4/5 & Parents TR1/2 LA Request Reports TR3				
06/10/2016	6							
13/10/2016	7		2	letters sent to sch and parents Prep info and dates				
20/10/2016	8	CW writing Plan	3					
27/10/2016	9	Consults Parent and school	4	Submit TRS to LA for prep				
03/11/2016	10		5	Assessment Summary Meetings focus on provision and outcomes				
10/11/2016	11		6		1	Sch Report TR4/5 & Parents TR1/2 LA Request Reports TR3		
17/11/2016	12		7		2			
24/11/2016	13		8		3			
01/12/2016	14	decision to issue - Draft completed and sent –	9	CW writing Plan Consults Parent and school	4	Submit TRS to LA for prep	letters sent to sch and parents Prep info and dates	
08/12/2016	15	Parent consult	10		5	Assessment Summary Meetings focus on provision and outcomes		
15/12/2016	16	Schools consult	11		6			
22/12/2016	17	Final Amendments	12		7			
29/12/2016	18	QA and sign off	13		8			
05/01/2017	19	Transport and Provision checks	14		9	CW writing Plan Consults Parent and school	1	Sch Report TR4/5 & Parents TR1/2 LA Request Reports TR3
12/01/2017	20	Final Plan	15		10		2	
19/01/2017			16	decision to issue - Draft completed and sent –	11		3	
26/01/2017			17	Parent consult	12		4	Submit TRS to LA for prep
02/02/2017			18	Schools consult	13		5	Assessment Summary Meetings focus on provision and outcomes
09/02/2017			19	Transport and Provision checks	14		6	
16/02/2017			20	Final Plan	15		7	
23/02/2017				16	decision to issue - Draft completed and sent –		8	
02/03/2017				17	Parent consult		9	
09/03/2017				18	Schools consult		10	
16/03/2017				19	Transport and Provision checks		11	
23/03/2017				20	Final Plan		12	
30/03/2017							13	
06/04/2017							14	
13/04/2017							15	
20/04/2017					16	decision to issue - Draft completed and sent –	9	Assessment Summary Meetings focus on provision and outcomes
27/04/2017					17	Parent consult	10	
04/05/2017					18	Schools consult	11	
11/05/2017					19	Transport and Provision checks	12	
18/05/2017					20	Final Plan	13	
25/05/2017							14	
01/06/2017							15	
08/06/2017						16	16	decision to issue - Draft completed and sent –
15/06/2017						17	17	Parent consult
22/06/2017						18	18	Schools consult
29/06/2017						19	19	Transport and Provision checks
06/07/2017						20	20	Final Plan

What to expect and when during an Annual Review

	Timeline	Actions
Presentation Stage	6 weeks in before meeting	<p>SENCO sends out invitation requests and completes AR3 with names and reports as received.</p> <p>SENCO</p> <ul style="list-style-type: none"> • Requests parents complete AR2 and CYP completes AR1 • Completes AR4 Progress Report from school with detailed information. Collates evidence to support AR4. • Requests new information from within last 12 months – reports, assessments, tests observations etc.
	2 weeks before meeting	<p>EHCCO only attends year 5,6,9, and 11 (and year 2 only if new setting)</p> <p>SENCO sends AR1 to AR4 to EHCCO via Liquid Logic</p> <p>EHCCO acknowledges receipt and confirms attendance if applicable.</p> <p>EHCCO sends letter to parents confirming date and time and attendance or not.</p>
Meeting Stage	Week 0 The Meeting	<p>School should host meeting (CofP) but EHCCO ensures key information is discussed. Follow agenda from Local Offer.</p> <p>SENCO should complete AR5 during and after meeting to summarise discussions and recommendations. EHCCO cannot make recommendations or decisions in meeting or pre-empt outcomes from MAR</p>
Co-Production Stage	Week 1-2	<p>EHCCO ensures receipt of completed AR5. Contact SENCO to confirm recommendations and discussions are clear and specific. Contacts parents to discuss amendments and discussions. EHCCO completes MAR sheet and submits EHC Plan, AR docs and reports to MAR Group.</p>
	Week 3 to 4	<p>MAR discuss amendments and actions needed from annual review. BSO will send an amendment notice letter to parents and school.</p> <p>EHCCO follow recommendations from panel and amend plan where applicable. If consultation for new place, BSO send consultations and manage responses.</p>
Final Stage	Week 4 to 8	<p>EHCCO make final amendments in conjunction with parents and CYP if applicable. Draft EHC Plan through MAR for final agreement and sign off by EHC manager. BSO sends to parents with rights of appeal.</p>