Tweendykes Education, Health and Care Plan (EHCP) step by step guide for parents/carers

EHCPs are an important part of outlining what support and provision is required and what your child will be learning to do at school. The views of parent/carers and children are of upmost importance in achieving this.

As part of this guide we have referenced relevant sections of the SEN Code of Practice (COP) which can be accessed using the following link. **https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/398815/SEND_Code_of_Practice_January_2015.pdf.** The COP outlines your rights and the legal responsibilities of those involved with your child. This is a very handy document to have as it has information on all aspects of SEN and Disabilities.

Step 1: Parent/carer views: Parents/carers will receive notification that their child will be transferring from their statement of SEN to an EHCP. They will also receive the date and time of the EHCP meeting and a 'parent's views' document. Your views are integral to the EHCP and help us to make sure we recognise the support you feel your child needs, and also that we are working on areas that you feel are important to your child and family. **COP page 19 (Sec 1.1-1.12) and pages 147-150 (Sec 9.20-9.31)**

Step 2: Writing and gathering reports: Class teachers complete their report on your child's progress, strengths and educational needs, identifying any possible changes. The school also requests reports from other agencies currently involved e.g. speech and language therapy, physiotherapy, nursing and social workers. You as a parent/carer have the right to discuss with the Local Authority any involvement or reports you think may be important for your child's EHCP to ensure the information is up to date and sufficient to fully define your child's needs. For example, you may not have had an Educational Psychologist involved for a long time but may believe a new report may be beneficial. **COP pages 155-156 (Sec 9.45-9.49)**

Step 3: Assembling reports and information: All reports and information is assembled by the school into the EHCP format. Two weeks before the meeting you will receive a copy of this information as a 'meeting plan' version of the EHCP. Please take the time to look through this information and prepare for the EHCP meeting. You may be contacted by one of the school's parent/carer support practitioners at this point. This is a good opportunity to ask any questions about the EHCP process.

Step 4: EHCP meeting: The meeting takes place at the school. It may involve a lot of different professionals who are working with your child and have contributed to the EHCP. Some of these professionals may be unable to attend the meeting but may have written reports. You have the right to invite people you believe are relevant to this meeting. You may also want to invite a friend or family member for support or if they have a good relationship with your child and may want to contribute to the EHCP.

A key part of the meeting is to define long and short-term outcomes. Setting long-term outcomes (to achieve in the next 3-5 years) allows us to work on significant areas of learning that will make a difference to your child and your family. The short-term outcomes allow us to break these down into smaller steps. **COP pages 162-163 (Sec 9.64-9.69)**

Step 5: Draft and Final Plan: The school compiles the EHCP, including the outcomes decided during the meeting. This report is then sent to the SEND team at the local authority. They will review the information and decide whether or not any amendments need to be made to the description of need, outcomes or provision decided at the EHCP meeting.

Parents/carers and school are then sent a draft EHCP. Once this document has been received you may still query or dispute the content within a 15 day response period. This is a legal document so please take the time to ensure you are happy with the information, outcomes and provision stated before responding on the form that is provided. You will also be asked to name the school you want your child to attend. This section will be blank in the Draft Plan. Unless it has been discussed previously, your child is leaving to attend a post 16 setting or you have decided to move schools please assume your child is staying at Tweendykes. You have to still state Tweendykes in the form as it is a legal requirement in the process. **COP page 185 (Sec 9.124-9.130)**

After you have responded to the draft you will receive the Final Plan. This means the EHCP is now formally agreed and legally binding. If there are still issues or you are not happy with something there are appeal processes you can follow.
COP chapter 11 pages 244-271

KIDS charity provides an 'Independent Support' service to help you through the EHCP process and can help gather your views, support in meetings, help with the paperwork and are trained to understand the information in the COP. They also run workshops twice termly in school to help with this. Please call them if you would like their support (tel: 01482 467540).