

CONTENTS

- 1 SUPPORTING CHILDREN AND YOUNG PEOPLE WITH SEN**
 - About this guide
 - Overview
 - The Local Offer
 - Who is who in SEN
 - Useful contacts

- 2 EARLY YEARS**
 - Health professionals and therapists
 - Transition to nursery education
 - EHCPs for pre-school children
 - Who does what?

- 3 SEN SUPPORT IN SCHOOL**
 - What is SEN support?
 - The format for the SEN plan
 - SEN support process overview
 - SEN support planning – Step-by-step
 - What can you expect from a school or college?
 - Who does what?

- 4 EDUCATION, HEALTH AND CARE PLANS**
 - What is an education, health and care plan?
 - The statutory needs assessment from request to issue of plan
 - Help for families and young people during the EHCP process
 - Information needed to make decision on a request for a needs assessment
 - Role of the lead professional
 - EHCP Request for needs assessment – Step-by-step
 - EHCP needs assessment and issue of an EHCP – Step-by-step
 - Determining nursery, school or college placement
 - Who does what?

- 5 DETAILED GUIDANCE ON COMPLETING THE EHCP FORM**
 - General guidance
 - Detailed guide to completing sections A-K
 - Guidance on mapping Early Years / School Age Categories to Preparing for Adulthood Categories
 - EHCP Jargon Buster

- 6 TRANSFER TO AN EHCP**
 - Children or young people with a statement of special educational needs
 - Help for families and young people during the Transition process
 - The statutory process for transfer of statement of SEN to EHCP – Step-by-step
 - Role of the lead professional
 - Transfer of Statement to EHCP – Step-by-step
 - Who does what?

- 7 ANNUAL REVIEW**
 - Maintaining an education, health and care plan - the annual review
 - Types of annual review
 - The annual review – Step-by-step
 - Sample agendas for types of annual review
 - Detailed guidance on completing the annual review form
 - Who does what?

- 8 FURTHER EDUCATION**
 - Post 16: Further Education
 - How the funding works
 - More information

- 9 PERSONAL BUDGETS**
 - Overview
 - Personal budgets criteria
 - Who will decide?
 - Personal Budgets Step-by- Step
 - Who does what?

- 10 DECISION MAKING AND WHAT TO DO IF YOU DISAGREE WITH A DECISION**
 - SEN Panel and decision making
 - What to do if you disagree with a decision
 - Making a complaint
 - Who does what?

CONTENTS

APPENDICES

Appendix 1 – SEN Support

SEN Support Plan examples
Guide to Reasonable Adjustment
Threshold Guidance

Appendix 2 – Needs assessment request forms

NA1 Needs assessment request form (school or early years)
NA2 Needs assessment request form (Further Education or Training provider)
NA3 Needs assessment request form (young person)
NA4 Needs assessment request form (parent)
PM Provision Map

Appendix 3 – EHCP templates

EHC-A EHCP Template Section A
EHC1 EHCP Template Section B-K for children up to Year 9
EHC2 EHCP Template Section B-K For young people from Year 10 upwards
EHC-PFA Additional form for including preparing for adulthood categories in existing EHCP

Appendix 4 – Example EHCPs (for reference – not copy)

EHCP Example (pdf)
EHCP Example Health input (CP)
EHCP Example Health input (ASD/ADHD)
EHCP Example Health input (ASD/Gut issues)
EHCP Example Health input (Hearing impairment)

Appendix 5 – Health

Health service for the EHC needs assessment (Health professionals template)
Therapies – Kingston
Therapies – Richmond

Appendix 6 – Social care

Single Point of Access (SPA) contact details
Parent carers needs assessment form (PCNA form)

Appendix 7 – Annual review & Transfer templates

AR1 Annual Review form for EHCP or Statement
TR1 Additional checklist for annual review prior to transfer review
PM Provision map for requesting changes to provision following annual review

Appendix 8 – EHCP checklist

Department for Education EHCP checklist

Appendix 9 – Outcomes & person centred planning

Developing outcomes for young people – towards best practice
How to write an outcome on one page
Developing outcomes – eight step process
Simple communications

Appendix 10 – Further education

Opps Pack

Appendix 11 – Updates to the Golden Binder

Changes from Version 1 (April 2016) to Version 2 (October 2016)

Appendix 12 – Additional information

Guide to SEND reforms for parents and carers
SEND Family Voices introductory leaflet
Local Offer leaflet