

# LIST OF CHANGES TO GOLDEN BINDER MARCH 2017

## 1. Correct Versions of Guidance

Section	Correct Version
1. SUPPORTING CHILDREN AND YOUNG PEOPLE WITH SEN	v2.0 31/10.2016
2. EARLY YEARS	v1.0 26/04/2016
3. SEN SUPPORT IN SCHOOL	<b>v3.0 30/04/2017</b>
4. EDUCATION, HEALTH AND CARE PLANS	<b>v3.0 30/04/2017</b>
5. DETAILED GUIDANCE ON COMPLETING THE EHCP FORM	<b>v3.0 30/04/2017</b>
6. TRANSFER TO AN EHCP	<b>v3.0 30/04/2017</b>
7. ANNUAL REVIEW	<b>v3.0 30/04/2017</b>
8. FURTHER EDUCATION	<b>v3.0 30/04/2017</b>
9. PERSONAL BUDGETS	v1.0 26/04/2016
10. DECISION MAKING AND WHAT TO DO IF YOU DISAGREE WITH A DECISION	v1.0 26/04/2016
<b>Appendix 1 – SEN Support</b>	
SEN Support Plan examples	n/a
Guide to Reasonable Adjustment	n/a
Threshold Guidance	<b>n/a</b>
<b>Appendix 2 – Needs assessment request forms</b>	
NA1 Needs assessment request form (school or early years)	v6 31/10/2016
NA2 Needs assessment request form (Further Education or Training provider)	v6 31/10/2016
NA3 Needs assessment request form (young person)	v1 26/04/2016
NA4 Needs assessment request form (parent)	v1 26/04/2016
PM Provision Map	v1 31/10/2016
<b>Appendix 3 – EHCP templates</b>	
EHC-A EHCP Template Section A	<b>v3 30/04/2017</b>
EHC1 EHCP Template Section B-K for children up to Year 9	v6 31/10/2016
EHC2 EHCP Template Section B-K For young people from Year 10 upwards	v6 31/10/2016
EHC-PFA Additional form for including preparing for adulthood categories in existing EHCP	v6 31/10/2016
<b>Appendix 4 – Example EHCPs (for reference – not copy)</b>	
EHCP Example (pdf)	v5.4.5 (Jan 2016)
EHCP Example Health input (CP)	n/a
EHCP Example Health input (ASD/ADHD)	
EHCP Example Health input (ASD/Gut issues)	
EHCP Example Health input (Hearing impairment)	
<b>Appendix 5 – Health</b>	
Health service for the EHC needs assessment (Health professionals template)	n/a
Therapies – Kingston	n/a
Therapies – Richmond	
<b>Appendix 6 – Social care</b>	
Single Point of Access (SPA) contact details	n/a
Parent carers needs assessment form (PCNA form)	
<b>Appendix 7 – Annual review &amp; Transfer templates</b>	
AR1 Annual Review form for EHCP or Statement	v2.0 31/10/2016
TR1 Additional checklist for annual review prior to transfer review	<b>v3.0 30/04/2017</b>
PM Provision map for requesting changes to provision following annual review	v1 31/10/2016
<b>other appendices are not version controlled by Golden Binder Process Governance</b>	

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## 2. Changes to forms

### Changes to EHCP-A1 and EHCP-A2

Change	Rationale
<b>EHCP Section A Reduce from 2 versions of the template to 1. Get rid of Form EHCP-A1. Keep EHCP-A2 as this is more clearly aimed at child / young person.</b>	Very often Section A is being used to record the wishes of the parents rather than recording what the wishes of the child or young person are.
<b>Change form EHCP-A2 by adding in an additional box / page at the end where the parents can record their views. Change the name of the form to EHCP-A to make clear that there is now only 1 version of the section A form</b>	Provide clear separation of the child / young person's views and the views of the parents. Of course this is not always possible – but the new version of the form will hopefully encourage the parents to support the child / young person to respond from their own perspective, or to provide information from the child's perspective.

### Change to form TR1 – checklist to be used at annual review prior to transfer to EHCP

Change	Rationale
<b>Correction of question relating to “does the statement need to be reissued with proposed changes?”</b>	

## 3. Changes to other appendices

### Appendix 1 – SEN Support

- Addition of Threshold Guidance document

### Appendix 12 – Additional Information

- Removal of Wiki leaflet (new Wikis are no longer being supported by AfC)

## 4. Changes to main guidance chapters

### CONTENTS Changes

- Updated to reflect changes in the SEN Support chapter
- Updated to reflect changes in the detailed guidance on completing the EHCP form chapter
- Removal of 2 versions of Section A from appendix 3 and replacement with single, new section A Form
- Addition of link to threshold guidance in the Appendix 1

### CHAPTER 3: SEN Support

- Updated to include additional information on “What you can expect from a school” explaining the duty relating to reasonable adjustments, also an illustrative list of provisions that a school could be expected to provide at SEN Support, and finally providing more information around how SEN Support and EHCPs are funded.
- Addition of a brief section making reference to the threshold guidance document

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## CHAPTER 4: EHCPs

- Addition of paragraph on p17 on the importance of section A and the need to reflect the views of the child or young person
- Slight rewrite of paragraph on p7 about parent or young person request for a needs assessment to clarify that this is possible.
- Minor spelling mistakes corrected.
- Removal of reference to two versions of section A form (as reduced to a single version in this release)

## CHAPTER 5: Detailed Guidance on Completing the EHCP Form

- On P1, some changes to remove reference to Wikis, clarify that the forms should always be downloaded from the local offer so as to have the latest version (and to use electronically wherever possible so that the size of the boxes can be adjusted).
- Also small changes to the references to Section A to tie in with the changes made to section A
- On p4 rewrite of description of how to complete section A to tie in with the changes made to the form
- Pp12-13 Addition of sections on how the preparing for adulthood categories relate to the early years /school age categories from the code of practice to help with the redraft of the EHCP in year 10.
- P13 Addition of a short jargon buster section to clarify some of the more confusing terminology relating to EHCPs

## CHAPTER 6 Transfer of Statement to EHCP

- Change to Process Overview diagram to clarify that transfer review meeting may happen in the context of the initial phone call. Removal of reference to Assessment Summary as this is not relevant for transfers as the document issued to parents / young person is a draft EHCP (there is no formal decision whether or not to issue a draft – as the decision to continue the statement has been taken prior to initiating the transfer review.
- Removal of the Assessment Summary review meeting organised within the school and replacement with an optional review meeting organised by the EHCP coordinator, which may be attended by other professionals at the request of the family / young person
- Removal of 2nd Step by Step diagram as this didn't add much in terms of information
- Clarification of the timing of the completion of Section A and Outcomes for transfers (ideally during Annual Review prior to transfer but if not then during the initiation of the transfer review process)
- Redrafting of the detailed guidance to reflect these changes

## CHAPTER 7 Annual Review

- Slight change on page 7 to remove reference to the form EHC-A1 and EHC- A2 to replace with EHC-A as there is now only 1 version of this form.

## CHAPTER 8 Further Education

- Minor changes to correct typing errors