

SENCo Statutory Advice - Quick Links

Within this document you can find quick links to the following topics:

- [Statutory assessment documents](#)
- [Annual review documents](#)
- [AfC SEND team contacts](#)
- [Threshold guidance, mock panels](#)

Statutory assessment documents

- [Statutory timescales \(page 5\)](#)
- [EHCP compliance checklist](#)

EHC Needs Assessment Forms

The following forms can be found under [Appendix 2](#) of the Golden Binder:

- [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 - to be used to support needs assessment requests and/or to support the request for additional provisional during an annual review](#)

TEMPLATES

The following Education, Health and Care Plan templates are to be used by SEN, Education, Health and Social Care professionals and to be completed with a family once it has been agreed that a plan is needed. The following templates can be found under [Appendix 3](#) of the Golden Binder:

- [EHC A - EHCP Template Section A - version for printing \(pdf\)](#)
- [EHC A - EHCP Template Section A - electronic version \(Word\)](#)
- [Education, Health and Care Plan Section A - capturing the voice of your child or young person](#)
- [EHC1 - EHCP Template Section B-K \(v7\)](#)
- [EHC2 - EHCP Template Section B-K \(Year 10 onwards\)](#)

EHCP Process Feedback:

- [EHCP Process feedback form for children and young people \(PDF\)](#)
- [EHCP Process feedback form for children and young people - \(PDF Accessible version with symbols\)](#)
- [Online EHCP Process feedback form for children and young people](#)

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<p>Outcomes and Person Centred Planning</p>	<p>All the documents below can be found under Appendix 9 of the Golden Binder:</p> <ul style="list-style-type: none"> • Developing outcomes for Young People – towards best practice • How to write an outcome on one page • Developing Outcomes – 8 Step Process • Simple Communications
<p>Annual Review Documents</p>	<p>The following templates and forms are to be used during an annual review and can be found under Appendix 6 of the Golden Binder.</p> <ul style="list-style-type: none"> • AR1 - Education, Health and Care Plan review form • PM - Provision Map - to be used to support needs assessment requests <p>Annual Review Feedback:</p> <ul style="list-style-type: none"> • Annual Review feedback form for children and young people (PDF) • Annual Review feedback form for children and young people - (PDF Accessible version with symbols) • Online Annual Review feedback form for children and young people • SENCo feedback form on Annual Review process and meeting
<p>AfC SEND team</p>	<p>Contact details and allocation lists</p>

Threshold Guidance

The guidance is intended to be used by schools, AfC officers, health professionals, social care professionals and families. It is a guide to the difficulties and challenges that pupils are likely to be experiencing when identified as needing special educational needs (SEN) support or statutory action (that may lead to an education, health and care plan (EHCP).

The aim is to ensure transparency and parity between schools in terms of identification and ensuring clear expectations regarding the support provided at each step. Any specific interventions or assessments named in the guidance are intended as examples rather than as endorsements or requirements. Needs and strategies included in this document are not intended as checklists, but as guidance that can be interpreted flexibly according to the needs of the pupil.

1. [SEN Threshold Guidance - Pupils of school age Year 1 to Year 11 2nd edition](#)
2. [SEN Threshold Guidance 2nd edition - summary of changes](#)
3. [SEN Threshold guidance for young people aged 16-19+](#)