



## **Parent Guide to the Education Health and Care (EHC) Assessment Process in Haringey**

## Introduction

Undergoing an EHC Assessment can seem confusing and daunting at first. This brief guide has been written to help you understand the process.

## Frequently Used Terms

**Direct Payment** – an actual sum of money that you could request so you can commission the provision in the EHC plan yourself.

**Draft Plan** – the document that is written by the Local Authority in consultation with you using the professional reports. It includes funding and provision that has been agreed by the SEND panel. You still have an opportunity to respond to this before it is final

**Educational Setting** – where your child receives their education. This could be a nursery, school or college

**EHC Needs Assessment** - an assessment of a child or young person's education, health and care needs. It is the first step to getting an Education, Health and Care plan.

**EHC Caseworker** – this is the person who will co-ordinate your EHC Needs assessment and support you through the process

**SEND Manager** – the manager of the team of EHC Caseworkers.

**EHC Panel** - a group of professionals including SEND manager, and representatives from educational psychology, therapy services and local schools who decide whether your child requires an EHC Needs Assessment

**EHC Plan** - a legal document that describes a child or young person's special educational, health and social care needs. It explains the extra help that will be given to meet those needs and how that help will support the child or young person to achieve what they want to in their life. This can also be called the **Final Document**.

**SENCO** - teacher who is responsible for assessing, planning and monitoring the progress of children with SEND.

**Outcomes** – this is the benefit or difference made to the child as a result of a change. It takes account of the child/young person's needs and aspirations.

**Personal Budget** - The personal budget is the amount of money that is needed to cover the cost of making the special educational provision specified in the EHC plan.

**Special Educational Needs or Disabilities (SEND)** – a child has special educational needs if they have a learning difficulty or disability that means they need special education or health support. We shorten this to SEND.

**SENDIAS** – Special Educational Needs and Disabilities Information Advice and Support Service provides free impartial, confidential and accurate information. In Haringey this is provided by the Markfield

**SEND Panel** – a group of professionals including SEND manager, and representatives from educational psychology, therapy services and local schools who discuss and advise on the best way to support children with SEND.

**Working Document** -this is a work in progress draft of the EHC assessment which will be developed to create the final plan. It is the stage before the plan has gone to the SEND panel and has no funding specified at this stage.

## What will be in my child's EHCP?

The EHCP is a document consists of the sections listed below. You can see a blank one on the local offer. <https://www.haringey.gov.uk/children-and-families/local-offer/education-health-and-care-plans-ehcps/request-ehc-needs-assessment>

### GENERAL INFORMATION

**SECTION A:** My Views, Interests and Aspirations (based on the information you and your child provided in the request)

**SECTION B:** My Special Educational Needs (based on the application and the professional advice – the child/young person's strengths, needs and their impact)

**SECTION C:** My Health Needs

**SECTION D:** My Social Care Needs

**SECTION E:** My Desired Outcomes

**SECTION F:** My Special Educational Provision (what will be needed to achieve the desired Outcomes)

**SECTION G:** My Health Provision

**SECTION H1:** My Social Care Provision (if applicable)

**SECTION H2:** Any Other Social Care Provision related to my SEND (if applicable)

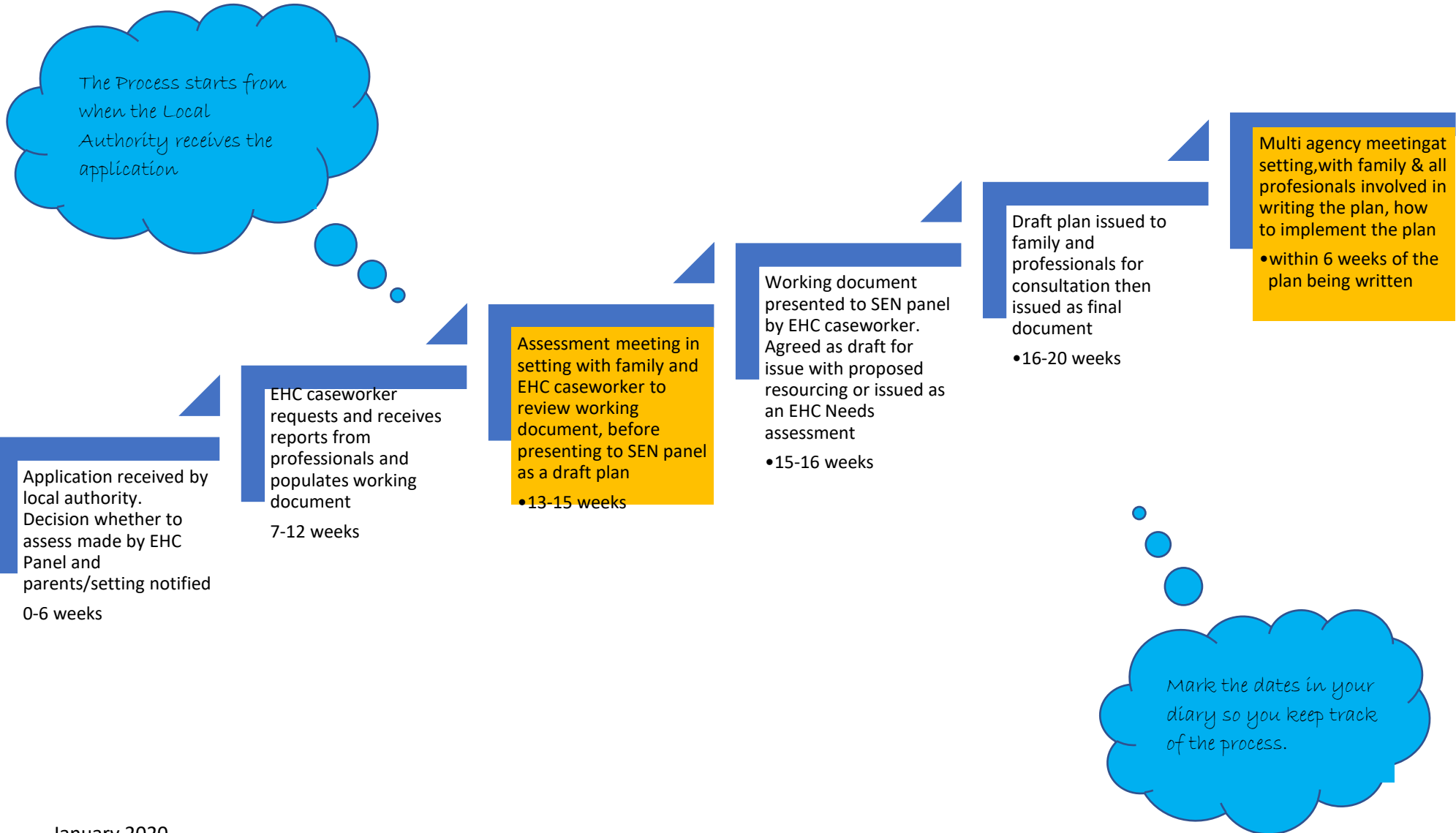
**SECTION I:** My Placement Details – which setting or type of setting the child/young person is to attend

**SECTION J:** My Personal Budget

**SECTION K:** Additional Documents which form part of my EHC Plan

### SIGNATURES / AUTHORISATION

## The Haringey EHC Process at a Glance



## The Haringey EHC Process in Detail

### Stage One: weeks 0-6

You are receiving this guide because an EHC assessment has already been agreed for your child, so you have completed stage one already.

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### Stage Two: weeks 7-12

During this stage, your EHC caseworker will contact the professionals who work with your child and ask them to write reports for the EHC Assessment. The professionals that they will be contacting are listed in your letter. If you think there are any other professionals that need to be consulted, then contact your caseworker straight away so that they will have time to contribute their advice.

You may well be contacted by the professionals to talk to you about your child and the professionals will probably do some further assessments with your child.

You will not hear from your caseworker at this stage. However, if you have any questions do email or phone them.

If you are thinking of requesting a change of school for your child, it is a good idea to start visiting schools now so you know where you think would be best for your child. You can find out more about possible schools by visiting the <https://www.haringey.gov.uk/children-and-families/local-offer> or talking to the professionals who work with your child.

Your caseworker will then use the information you provided in your application and the information in the reports to create a working document.

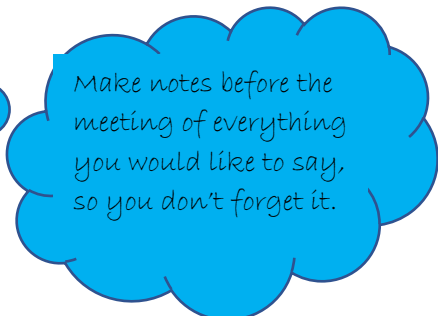
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### Stage Three: weeks 13-15

Your caseworker will be in contact with you to arrange the assessment meeting.

This meeting is an opportunity for you, your child's educational setting and the professionals involved in contributing to the plan to look at the working document and make any changes. Some people prefer to have the working document in advance and comment by email. The working document does not have any funding specified at this stage.

At this stage, you should talk to your EHC caseworker about which educational setting you would like your child to attend. If your child is changing placement (because they are starting school or you would like them to move to special school), it is a good idea to have more than one school in mind.



Make notes before the meeting of everything you would like to say, so you don't forget it.

Make sure you let your EHC caseworker know if there is anything you are unsure about in the plan, as they will be presenting your case to the SEND panel.

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### **Stage Four: Weeks 15-16**

Your EHC caseworker will take the working document to the SEND panel. This meets every Thursday. The panel will decide if any changes need to be made to the working document and then whether an EHC plan should be issued.

For some children the assessment will show that their needs can be met by the setting and for some children the assessment will show they have needs greater than can be met by the setting alone. You can read more about the threshold here [https://www.haringey.gov.uk/sites/haringeygovuk/files/haringey\\_eligibility\\_criteria\\_for\\_ehc\\_needs\\_assessment\\_may\\_2018.pdf](https://www.haringey.gov.uk/sites/haringeygovuk/files/haringey_eligibility_criteria_for_ehc_needs_assessment_may_2018.pdf)

If the panel decides to issue a plan, they will also agree how much funding will be allocated to the plan. This funding will be in line with Haringey's SEN funding banding and fund the provision which is stated in the plan to meet the agreed outcomes


If the panel decides not to issue the plan and you are not in agreement with this, you can dispute this decision see the section on What happens if I do not agree

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### **Stage Five: Weeks 16-20**

Your EHC caseworker will issue a draft plan. This will be sent to you and your child's educational setting. If you are requesting a change of placement, then your EHC caseworker will consult your preferred settings.

You have 15 days to respond to your child's draft plan so let your caseworker know as soon as you can if there is anything you are not happy with. You can check the plan yourself see <https://www.ipsea.org.uk/what-to-do-when-you-receive-your-draft-ehc-plan> or you may want to contact SENDIAS who can help you with this



Make your appointment with SENDIAS in advance so they can fit you in within the 15 days

The final plan will then be issued with your child's school named issued.

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### **Stage Six: After my plan is issued**

After your child's final EHCP is issued, there will be a meeting at your child's educational setting with you and all the professionals who write the plan. This meeting will happen within 6 weeks of the plan being issued (not including school holidays). If your child is about to change school, it will take place at the new school as part of the transition process.

At this meeting, you will agree short term goals (or steps) towards meeting the outcomes stated in the plan. You will also look at the provision stated in the EHCP and plan how this

will be implemented on a day to day basis for your child. These will become Appendices to your child's EHCP.

Your child's school will continue to meet with you regularly to talk about how your child is doing and how the provision is working.

Every year, your child will have an **annual review**. At this meeting your child's EHCP will be reviewed and any changes that need to be made to the outcomes, provision are agreed. These changes are sent to the local authority who will change their existing EHCP or issue a new one for them. This process ensures the EHCP keeps up to date as your child grows.

## What happens if I do not agree with the Local Authority?

### Steps to resolve a disagreement


- 1) If you are unhappy about a decision made by Haringey SEN Department you should try to talk to your SEN Caseworker to see if they can help resolve the concern.
- 2) **Haringey SENDIAS service** which is based at the Markfield Centre provide **informal** dispute resolution support. You can find out more here <https://markfield.org.uk/haringeys-send-information-advice-support-service/> or call them on **020 8800 2611**
- 3) **Mediation** is an informal, voluntary process which involves an independent facilitator (the mediator) helping those in dispute to reach agreements that are acceptable to all parties. Parents must consider the mediation process first and obtain a mediation certificate in order to have the right of appeal through Her Majesty's Courts and Tribunals Services - the Health, Education and Social Care (HESC) Chamber of the First-Tier Tribunal.

Haringey uses **KIDS London SEN Mediation Service**. You can find out more about them on their website <https://www.kids.org.uk/london-mediation> here.

You can refer yourself to the service – no paperwork needed – simply call **0207 359 3635** or a professional (such as your child's SENCO or caseworker) can refer you with your permission. Alternatively contact Haringey SENDIAS (see no 2) for support.

- 4) **SEND Tribunal** this is a legal process where there is a hearing by an independent panel about an issue where you and the local authority do not agree. This could be issues such as:
  - Haringey decided not to carry out an Education Health and Care Assessment
  - Haringey decided not to issue a plan
  - The description of your child's needs
  - The provision stated in the plan
  - The school named in the plan

The panel will consist of a judge and expert panel members and is impartial. It makes a decision based on the evidence that is presented to them. The decision will consist of findings, recommendations and orders that are binding to all parties (local authorities, young people and parents). Recommendations about health and social care made through *The SEND Tribunal National Trial – Single Route of Redress* are non-binding.



You can watch videos about tribunals here:

[https://www.youtube.com/playlist?list=PLORVvk\\_w75PxU3wF72j3jLYqGqISyMhZ4](https://www.youtube.com/playlist?list=PLORVvk_w75PxU3wF72j3jLYqGqISyMhZ4)

There is no legal cost for a tribunal unless you choose to bring a legal representative to act for you but there is a **time limit of two months** within the date Haringey sent you the letter for registering your appeal or **one month** after your mediation certificate is issued.

You can find out more about the process here <https://www.gov.uk/appeal-ehc-plan-decision> or <https://www.sendpathfinder.co.uk/send-single-route-of-redress-national-trial> if you wish to appeal a health or social care issue

Alternatively contact **Haringey SENDIASS** for free, impartial advice about the law on SEN, local SEN arrangements and support, the trial and your rights. It can also provide support with managing appeals, including support with preparing cases and attendance at hearings.

## Where can I find out more?

If there is something you are still unsure of or have a specific question, there are lots of places you can get help:

- The SENCO at your child's nursery, school or college
- Professionals who work with your child such as speech therapists
- Your EHC Caseworker – details on the letter you have been sent about the EHC assessment
- Haringey SEND department; [sen@haringey.gov.uk](mailto:sen@haringey.gov.uk) 0208 489 1913
- Haringey SENDIAS Service <https://markfield.org.uk/haringeys-send-information-advice-support-service/> or call them on 020 8800 2611.

## Useful Websites

- <https://www.haringey.gov.uk/children-and-families/local-offer/education-health-and-care-plans-ehcps>
- <https://www.gov.uk/government/publications/send-code-of-practice-0-to-25>
- <https://www.ipsea.org.uk/ehc-needs-assessments>
- [https://www.sossen.org.uk/information\\_sheets.php](https://www.sossen.org.uk/information_sheets.php)

