



Standard operating procedure [SOP1.0]

Derby City – Local Area SEND Education, Health and Care Assessment and Plan

derby.gov.uk/sendlocaloffer

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About this document

Version

Version number	Approved by	Revision date	Description of changes	Author
1.0		10/12/2020	Initial draft in accordance with the specific requirements as set out in the written statement of action	Daniel Marson
1.1		30/04/2021	Input from social care and health providers added to the document	Daniel Marson
2.0	Local Area Delivery Group		Draft agreed and published on the local offer	Daniel Marson

Purpose

Most children and young people with SEN or disabilities will have their needs met within local mainstream early years settings, schools or colleges. Some children and young people may require an EHC needs assessment for the local authority to decide whether it is necessary for it to make provision in accordance with an EHC plan.

The purpose of an EHC plan is to make special educational provision to meet the special educational needs of the child or young person, to secure the best possible outcomes for them across education, health and social care and, as they get older, prepare them for adulthood.

This document will act as a clear operational guide that will be disseminated to all, providers, and frontline staff. This will also be published on our Local Offer website, defining our joint arrangements for EHCPs. This will serve to improve communication and transparency with professionals, parents, carers and children and young people with the EHCP process.

A clear standard operational procedure will support the local objectives of ensuring that front-line staff understand and find our SEND process easy to navigate, and in turn make it easier for parents to navigate the process.

Scope

This procedure is focussed on the Education, Health and Care Needs Assessment and Plan process only. Separate guidance for the reviewing, amending, and ceasing of plans will be produced and appended to this document.

It acknowledges that significant activity across the local area is undertaken before a child or young person's needs escalate to a level where an EHCP is required, and after a plan is finalised.

The local offer outlines all services available across the city: www.derby.gov.uk/sendlocaloffer

1. Request for assessment

The process of requesting an education, health and care assessment from the local authority and the steps taken upon receipt

1.1.	<p>The following people have a specific right to ask the local authority to conduct an education, health and care needs assessment for a child or young person aged between 0 and 25:</p> <ul style="list-style-type: none"> • the child’s parent or carer (with parental responsibility) or an organisation nominated by a parent • a young person over the age of 16 but under the age of 25 (or an organisation nominated by them), and • a person acting on behalf of a school or post-16 institution¹ 		
1.2.	<p>Other professionals can bring a young person to the attention of the local authority if they believe that the child has SEND and may need provision in accordance with an EHCP. This could include, for example, foster carers, health and social care professionals, early years practitioners, youth offending teams or probation services, those responsible for education in custody, school or college staff or a family friend.</p> <p>In such cases email, or written notification should be sent to the local authority and the EHCP Team will then contact the parent and school to investigate whether the process in 1.1 should be initiated.</p>	All professionals, parents/carers working with children and young people	
1.3.	<p>The local authority makes available referral request forms on the Local Offer (https://www.derby.gov.uk/education-and-learning/derbys-send-local-offer/ehc-assessments-plans/) to support those wishing to make a request for an education, health and care needs assessment.</p> <p>However, the authority must also consider a request made in writing or by email. All requests should be sent to:</p> <ul style="list-style-type: none"> • EHCP@derby.gov.uk • SEND Admin Team, Derby City Council, Council House, Corporation Street, Derby DE1 2FS 		
1.4.	<p>Parents and young people can be supported to complete a referral via:</p> <ul style="list-style-type: none"> • SENDIASS. • Local offer • The voluntary sector e.g. Umbrella and Fun-abil8y 		 CYP EHCNA Request form.docx

¹ SEND Code of Practice 2015 (9.8)

	<p>A parent and or young person is advised to speak to their SENCO before submitting a request for a needs assessment.</p> <p>A parent or young person is not asked to provide a specific list of evidence to accompany their request, but the request form does indicate documentary evidence that may support their case.</p>		 P EHCNA Request form.docx
1.5.	<p>Evidence to be provided if requested by an educational setting</p> <ul style="list-style-type: none"> • Threshold criteria questionnaire in relevant PAN • Evidence of two cycles of assess-plan-do-review • Details of current academic/developmental levels 		 Setting EHCNA Request form.docx
1.6.	<p>Within 2 working days of receipt of a request for assessment, an electronic file will be created and the child/young person will be registered on the authority's case management system (Synergy), if they are not already known to the service.</p> <p>The request will be allocated to an EHCP Officer based on the child or young persons' current educational setting or, where they are not in a setting, on their home postcode.</p>	SEND Admin team	
1.7.	<p>Where an EHC needs assessment request has been received within 6 months of a previous needs assessment being completed, the local authority will reserve the right to refuse the request. This decision will be referred to the EHCP Manager ²</p>	EHCP Manager	
1.8.	<p>The parent will be issued with a letter acknowledging receipt of the request. This letter will introduce their allocated EHCP Officer and explain the first stage of the process.</p>	EHCP Officer	 Acknowledgement.docx

² SEND Code of Practice 2015 (9.11)

1.9.	Where the parent was not responsible for requesting the EHC needs assessment, they will be contacted, without delay, to get their views on the request made and issued with a parental request form to complete ³	EHCP Caseworker	 P EHCNA Request form.docx
1.10.	<p>The allocated officer will telephone the parent and discuss the referral and upcoming information gathering stage. The officer will triage the request and consider whether the referral can be fast tracked straight to stage 1 decision making based on the volume of information already gathered.</p> <p>In considering this, the officer will pay regard to the EHC Assessment Panel checklist, which outlines a local guideline to help consider the appropriateness of an assessment and consider whether information is sufficient to make a judgement in each area.⁴</p>	EHCP Officer	 EHC01 Panel referral and checklis

2. Stage 1 - Information gathering

The process of gathering information to inform a decision about whether to carry out a education, health and care assessment. This section identifies the process for each contributing service to provide information

2.1.	Information gathered in the initial request will be collated, and agencies from across the local area will be asked for their existing involvement with, and knowledge of the young person, including copies of reports or letters from the past 12 months. Requests are coordinated through Synergy and a manual assessment spreadsheet.	EHCP Caseworker	
2.2.	<p>Email requests will be sent to the following local area points of contact:</p> <ul style="list-style-type: none"> • Education Psychology - EPSStatutory@derby.gov.uk • Behaviour Support (primary) - amanda.fower@newtonswalk.derby.sch.uk • Behaviour support (secondary) - senco@kingsmead.derby.sch.uk • STePS Team 	EHCP caseworker	 EHC3A Professional Request.docx

³ SEND Code of Practice 2015 (9.27)

⁴ SEND Code of Practice 2015 (9.17)

	<p>StepsAdmin@derby.gov.uk</p> <ul style="list-style-type: none"> NHS Provider trusts via SEND single point of access (SPA) <ul style="list-style-type: none"> Derbyshire Healthcare NHS Foundation Trust dmh-tr.specialneedsmedicals@nhs.net University of Derby and Burton NHS Trust dhft.derbychildrenhospitalsendspa@nhs.net Derbyshire Community Health Services Trust - dchst.adminderby@nhs.net, dchst.sltadminehcp@nhs.net Social care Contact.Support@derby.gov.uk Current school SENCO – Where the school made the initial request, contact will still be made to request any additional information Previous school SENCO – Where the child or young person has transitioned within the past 6 months <p>Emails will be sent with the Subject title: Derby City EHCNA stage 1 Request</p>		 EHC3B Professional Request.docx (examples of request letters - issued by email – specific copies for each partner are available)
2.3.	<p>Local providers are expected to contribute information that they hold to identify:</p> <ul style="list-style-type: none"> the nature and extent of a child’s SEN action already taken by the school in respect of the graduated response and the cycles of assess-plan-do-review academic attainment and improvement and the nature of interventions in place to deliver this. Physical, emotional, social development and health needs, and what has been done thus far to meet these Any additional time required to complete their education, for young people aged over 18⁵ <p>All providers are asked to respond within 15 days of the request by email to SENDAdmin@derby.gov.uk</p>	Responsible points of contact within service areas	
2.4.	<p>The case is manually monitored to track when all responses have been received. Responses are saved to the child’s file on OpenText, along with the email as proof of date of receipt.</p>		

⁵ SEND Code of Practice 2015 (9.14)

Educational Psychology contribution to stage 1 information gathering

<p>2.4.1.</p>	<p>The information request is received in the Senior Educational Psychologist email box. The senior officer will review the request and check the child's file for any educational psychology input (by the local authority) in the past 18 months.</p> <p>Relevant information will be gathered from the file including:</p> <ul style="list-style-type: none"> • Details of current/recent involvement, including where involvement has been requested but not yet carried out • Recent reports, observations or visit records 	<p>Senior Educational Psychologist</p>	
<p>2.4.2.</p>	<p>Information is returned to SENDAdmin@derby.gov.uk and a copy of this is saved to the child's file on OpenText</p>	<p>Senior Educational Psychologist</p>	

Behaviour Support contribution to stage 1 information gathering

<p>2.4.3.</p>	<p>Process managed by Kingsmead Special School. Relevant officers will check their records for any involvement including referrals to the service for the child and return via email to SENDAdmin@derby.gov.uk</p>	<p>Staff at The Kingsmead School</p>	
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STePS contribution to stage 1 information gathering

<p>2.4.4.</p>	<p>Information request is received by the STePS admin team. The officer will review the request and check the child's file for any STS team involvement over the past 18 months, including any current involvement. The request is forwarded to the STS team member with recent involvement (this may be more than one depending on the needs of the child)</p>	<p>STePS Admin Officer</p>	
<p>2.4.5.</p>	<p>Relevant information is compiled, including:</p> <ul style="list-style-type: none"> • Details of current/recent involvement, including where involvement has been requested but not yet carried out • Recent reports, observations or visit records 	<p>STS Officer</p>	

	<ul style="list-style-type: none"> Details of any requests for funding to the Early Years Inclusion Fund 		
2.4.6.	Information is returned to SENDAdmin@derby.gov.uk and a copy of this is saved to the child's file on OpenText	STePS Admin Officer	

Health providers contribution to stage 1 information gathering

2.4.7.	Please refer to NHS health SPA's standard operational procedure.		
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Social care and early help contribution to stage 1 information gathering

2.4.8.	A EHCNA flag is added to social care system (LCS) to highlight that EHCP involvement is open.	Contact support	
2.4.9.	EHCP team use LCS to identify last known Children's worker. If access to LCS case file not available – SEND team will contact Social Care Initial Reception Team (was First Contact Team) to obtain details	EHCP caseworker	
2.4.10.	Relevant social worker or early help advisor will provide a summary of the current involvement with a family. Where the child is not known to the family the Initial response team will confirm this.	Allocated worker within social care or early help	

School/setting contribution to stage 1 information gathering

2.4.11.	Procedures within individual settings will vary. The school SENCO will coordinate all relevant information being provided and saved to the child's internal file.	SENCO	
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3. Stage 1 decision whether a statutory assessment is required

The process of determining whether a statutory assessment of needs is required

3.1.	<p>Following a request for an EHC needs assessment the local authority will determine whether an EHC needs assessment is required. This decision will be made within 6 weeks of receipt of the request.⁶</p> <p>All paperwork gathered as part of the stage 1 information gathering stage will be collated and embedded into an agenda document.</p>	EHCP Caseworker	
3.2.	<p>EHC Assessment panel meetings are held virtually every week. 15 cases are considered at each panel. Panel considers the stage 1 decision. Where panel agrees to a statutory assessment it will clearly state on what grounds it meets the requirements, and in which areas of need it meets agreed local thresholds. Where panel does not agree that an assessment is needed, clear rationale will be provided on the panel referral form and advice for the education setting and/or parent will be provided</p>	EHC assessment panel	 EHC01 Panel referral and checklis  ehc-assessment-panel-tor.pdf
3.3.	<p>Decisions from panel are circulated by a panel representative to panel members and EHCP Officers and caseworkers, within 24 hours of the panel</p>	EHC assessment panel	
3.4.	<p>Where panel determines that an assessment is required:</p> <p>The allocated officer will telephone the parent and/or young person within 48hrs of the decision to explain the reason for the decision and the next steps in the assessment process.</p> <p>Email confirmation will be sent to the child's setting (via the SENCO) to confirm that a full assessment will be carried out</p>	EHCP Officer	 EHC1 Yes to assessment.docx
3.5.	<p>Where panel determines that an assessment is not required:</p> <p>The allocated officer will telephone the parent and/or young person within 48hrs of the decision to explain the reason for the decision and the next steps in the process of supporting the child/young person to access the support required.</p> <p>A letter will be issued to confirm the parent/young person's right of appeal</p>	EHCP Officer	 EHC2 Turn down to assessment.docx

⁶ SEND Code of Practice 2015 (9.41)

	Email confirmation will be sent to the child's setting (via the SENCO) to confirm that an assessment will not be carried out, and to share any recommendations from the assessment panel		
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4. Stage 2 information gathering

The process of gathering information to inform a decision about whether an education, health and care plan is required. This section identifies the process for each contributing service to provide information

4.1.	Local providers, including from, education, health and social care are contacted. Requests are coordinated through Synergy and a manual assessment spreadsheet.	EHCP caseworker	
4.2.	<p>Email requests will be sent to the following local area points of contact:</p> <ul style="list-style-type: none"> • Education Psychology - EPSStatutory@derby.gov.uk • STePS Team StepsAdmin@derby.gov.uk • NHS Provider trusts via SEND single point of access (SPA) <ul style="list-style-type: none"> ○ Derbyshire Healthcare NHS Foundation Trust dmh-tr.specialneedsmedicals@nhs.net ○ University of Derby and Burton NHS Trust dhft.derbychildrenhospitalsendspa@nhs.net ○ Derbyshire Community Health Services Trust - dchst.adminderby@nhs.net, dchst.sltadminehcp@nhs.net • Social care Contact.Support@derby.gov.uk • Current school SENCO – Where the school made the initial request, contact will still be made to request any additional information <p>The parent will be contacted to ascertain whether any additional services are involved in the child's education, health and care, to understand whether additional advice is required.</p> <p>A standard advice template is emailed to each SPA.⁷</p>	EHCP caseworker	 EHC6A Prof Cont.docx

⁷ SEND Code of Practice 2015 (9.49)

	Emails will be sent with the Subject title: Derby City EHCNA Stage 2 Request		
4.3.	All providers are asked to respond within 6 weeks of the request by email to SENDAdmin@derby.gov.uk ⁸		
4.4.	The case is manually monitored to track when all responses have been received. Responses are saved to the child's file on OpenText, along with the email as proof of date of receipt.	EHCP Caseworker	

Educational Psychology contribution to stage 2 information gathering

4.4.1.	The information request is received in the Senior Educational Psychologist email box. The senior officer will review the request and allocate it to the officer linked to the child's current attendance or where a different EP has been more recently involved with the child, to that EP.	Senior Educational Psychologist	
4.4.2.	This EP will make contact school staff and parents to arrange a meeting. The EP will also usually meet the child or young person to carry out an assessment of their special educational needs.	Educational Psychologist	 EHC6B Prof Cont.docx
4.4.3.	The Senior Educational Psychologist checks Educational Advice quarterly picking reports at random for QA.	Senior Educational Psychologist	
4.4.4.	Information is returned to SENDAdmin@derby.gov.uk and a copy of this is saved to the child's file on OpenText	STePS Admin Officer	

STePS contribution to stage 2 information gathering

4.4.5.	Information request is received by the STePS admin team and allocated to the most appropriate officer depending on the needs of the child.	STePS Admin Officer	
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⁸ SEND Code of Practice 2015 (9.52)

4.4.6.	<p>If the STS Team member will be writing an Educational Advice (Hearing and Vision Teams) they will contact the parent to discuss the assessment. If the STS Team member will be writing an Educational Advice (Hearing and Vision Teams) they will contact the school/ setting and other involved professionals including the EP.</p> <p>The officer will prepare a written advice on the local authority template</p>	Specialist Teaching Service Officer	 EHC6F Prof Cont.docx
4.4.7.	<p>If the STS Team member won't be providing an Educational Advice but has had recent involvement (EIT, SCA team and PD team) they will contact the EP to discuss their involvement and recommendations for provision. These are sometimes also provided in writing to the EP for inclusion in their Psychological Advice.</p>	Specialist Teaching Service Officer	
4.4.8.	<p>The team manager checks Educational Advice quarterly picking reports at random for QA. Teachers have guidance on wording and content for Educational Advice.</p>	Specialist Teaching Service Team Manager	
4.4.9.	<p>Information is returned to SENDAdmin@derby.gov.uk and a copy of this is saved to the child's file on OpenText</p>	STePS Admin Officer	

Health providers contribution to stage 2 information gathering

4.4.10.	<p>Please refer to NHS health SPA's standard operational procedure.</p>		 EHC6G Prof Cont.docx  EHC6C Prof Cont.docx  EHC6D Prof Cont.docx
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Social care and early help contribution to stage 2 information gathering

4.4.11.	<p>EHCP team use LCS to identify last known Children’s worker. If access to LCS case file not available – SEND team will contact Social Care Initial Reception Team (was First Contact Team) to obtain details.</p> <p>For open cases/cases closed in last 3 months: SEND Team e mail last allocated Children’s worker and SEND Champion for that service, requesting completion of template for Social Care information to inform EHC assessment.</p> <p>For cases closed over 3 months or Not Known: SEND Team complete online referral to the Initial Reception Team (was First Contact Team) to make request for completion of template for Social Care information to inform EHC assessment.</p>	EHCP Caseworker	
4.4.12.	Where there is already an allocated worker, they complete the template for Social Care information to inform EHC assessment.	Social/early help worker	 EHC6E Prof Cont v2.docx
4.4.13.	For cases closed over 3 months or Not Known: Initial Reception Team Social Worker and Early Help Advisor complete joint visit to family to assess whether: Early Help/Single Assessment needed, or whether family do not meet threshold for Early Help/Social Care. If the threshold is not met, the rationale should be clearly recorded on LCS and on the template for Social Care information to inform EHC assessment.	Initial Reception Team Social Worker and Early Help Advisor	
4.4.14.	Template is returned to SENDAdmin@derby.gov.uk , copying in the SEND champion for that area, and saved to the child’s file on Opentext		

School/setting contribution to stage 2 information gathering

4.4.15.	Procedures within individual settings will vary. The school SENCO will coordinate all relevant information being provided and saved to the child’s internal file	SENCO	
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5. Stage 2 decision whether an EHCP is required

The process of determining whether provision in accordance with an education, health and care plan is required

5.1.	<p>Following the completion of an EHC needs assessment the local authority will determine whether an EHC needs assessment is required. This decision will be made within 16 weeks of receipt of the request.</p> <p>All paperwork gathered as part of the stage 1 information gathering will be collated and embedded into an agenda document. In addition all paperwork gathered as part of the stage 2 information gathering will be collated and embedded into the same agenda.</p>	EHCP Caseworker	
5.2.	<p>EHC Assessment panel meetings are held virtually every week. Where panel agrees that provision is required in accordance with an EHCP, it will clearly state on what grounds it meets the requirements. Where panel does not agree that an EHCP is needed, clear rationale will be provided on the panel referral form and advice for the education setting and/or parent will be provided.</p>	EHC assessment panel	
5.3.	<p>Decisions from panel are circulated by a panel representative to panel members and EHCP Officers and caseworkers, within 24 hours of the panel</p>	EHC assessment panel	
5.4.	<p>Where panel determines that an EHCP is required:</p> <p>The allocated officer will telephone the parent and/or young person within 48hrs of the decision to explain the reason for the decision and the next steps in the assessment process.</p> <p>Email confirmation will be sent to the child's setting (via the SENCO) to confirm that a full assessment will be carried out</p>	EHCP Officer	
5.5.	<p>Where panel determines that an EHCP is not required:</p> <p>The allocated officer will telephone the parent and/or young person within 48hrs of the decision to explain the reason for the decision and the next steps in the assessment process.</p> <p>A letter will be issued to confirm the parent/young person's right of appeal</p> <p>Email confirmation will be sent to the child's setting (via the SENCO) to confirm that an assessment will not be carried out, and to share any recommendations from the assessment panel. Documentation gathered</p>	EHCP Officer	 EHC5 Turn down to plan.docx

as part of the needs assessment will be shared with the setting by secure email.

6. The draft EHC plan

The process of formulating and sharing a draft EHCP. This section includes details on the process of determining the correct provision and the allocation of specialist provision.

6.1.	Where, in the light of an EHC needs assessment, it is necessary for special educational provision to be made in accordance with an EHC plan, the local authority will prepare a plan.	EHCP Officer	
6.2.	The EHC plan will be drafted without delay following the decision to issue one. The EHCP officer will review the advices received through the stage 2 information gathering and directly contact any professionals who have contributed to clarify any information to allow for a plan to be drafted. ⁹	EHCP Officer	 EHC Plan Blank Template 2020.docx
6.3.	<p>The parent, and the young person when aged over 16, will be given a minimum of 15 days to respond to the draft plan. Feedback should be provided by:</p> <ul style="list-style-type: none"> • SENDAdmin@derby.gov.uk • SEND Admin Team, Derby City Council, Council House, Corporation Street, Derby DE1 2FS • Directly to the EHCP Officer <p>The parent will be asked to provide their preferred educational setting as part of this consultation period if they have not already expressed this in the assessment process.</p>		 EHC7 Draft to parent.docx
6.4.	<p>The LA will share all draft plans with NHS provider service that have contributed to advice at stage 1-2. All provision stated in section G will be confirmed as agreed by Derby and Derbyshire NHS provider services as available within the Derby Local Offer or has been commissioned specifically by Derby & Derbyshire CCG.</p> <p>If the service has not been commissioned the LA will email ddccg.childrenscommissioning@nhs.net with details the email should be entitled "Urgent action please – EHCP need identified without commissioned</p>	EHCP Officer EHCP caseworker	

⁹ SEND Code of Practice 2015 (9.61, 9.62, 9.69)

	service " and children's commissioners will action.		
6.5.	<p>Any amendments will be considered without delay and discussed with the parent. An amended draft plan will be issued where appropriate. The draft plan will be issued with a watermark 'AMENDED DRAFT' and the version history will be updated on the plan.</p> <p>Amendments will be made easy to identifiable to the parent through a consistent convention of:</p> <p>Bold type – proposed changes</p> <p>Bold strikethrough – proposed deletions</p>	EHCP Officer	
6.6.	Where a draft plan cannot be finalised the Senior SEND Officer will support the officer to determine whether additional co-production is required or, in very rare circumstances, if the plan should be finalised without full parental agreement	EHCP Officer, Senior EHCP Officer	

7. Agreeing a placement in SECTION I

7.1.	<p>The draft plan will be shared with appropriate settings within the local offer. The local authority will always consult with the parental preference if it is a designated section 41 school¹⁰. Where the school is not section 41, the decision to consult with them will be made by the EHCP Manager and/or Commissioning Manager.</p> <p>Where the parent makes a request for a specific mainstream school, college or other setting, the local authority will consult with:</p> <ol style="list-style-type: none"> The parental preference The catchment mainstream school (if different) or provider <p>Where the parent makes a request for a specific special school, college or other setting, the local authority will consult with:</p> <ol style="list-style-type: none"> The parental preference special school 	<p>EHCP Caseworker, EHCP Manager, Commissioning Manager</p>	<p> EHC16 mainstream consultation.docx</p> <p> EHC17 Special Consultation.docx</p>
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¹⁰ Section 41 of the Children and Families Act 2014

	<p>b) An alternative special school appropriate to the area of need (where one exists)</p> <p>c) The catchment mainstream school (if different) or provider</p> <p>d) An appropriate enhanced resource provision</p> <p>Each school/setting will be given 15 days to respond. Consultations will be sent to the school via secure email</p>		
7.2.	<p>Where the parent is requesting a specialist placement or, where the EHCP Officer is recommending a specialist placement the placement will be considered at Resource Allocation Panel (RAP). This includes, maintained specialist provision, independent placements, and enhanced resource provision.</p> <p>The officer will prepare paperwork including the draft plan, and relevant consultation responses along with a RAP referral form.</p>	EHCP Officer	<p>Terms of reference for Rap under review</p> <p></p> <p>RAR01 RAP referral and audit.docx</p>
7.3.	<p>The decision from RAP will communicated to the parent, young person (post 16 only) and where appropriate, the education setting, via a phone call or email depending on the parent/young person preference within 48 hours of the panel decision being confirmed.</p> <p>The named setting/provider, and existing setting/provider (where this is different) will also be notified by phone or email.</p>	EHCP Officer	

8. The final plan

The process of formulating and sharing a finalised EHCP

8.1.	<p>A final plan is issued by post in all cases to the parent and shared with:</p> <ul style="list-style-type: none"> The current and/or prospective school setting Relevant NHS service via appropriate SPA email <p>Where appropriate:</p> <ul style="list-style-type: none"> Relevant social care team via the allocated worker or initial response <p>Health providers and social care teams will add a EHCP flag to recording systems to ensure that</p>	EHCP caseworker	<p></p> <p>EHC8 Final plan issued.docx</p> <p></p> <p>EHC Plan Blank Template 2020.docx</p>
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	<p>professionals are able to easily identify those children and young people with plans</p> <p>The plan will be presented with a FINAL watermark and will be signed by the appropriate officer, who drafted the plan</p> <p>A copy of the plan is saved to the child's file and version control added to the document.</p>		
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