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REQUESTING A NEEDS ASSESSMENT FOR A CHILD - AT A GLANCE

A request for an educational health care needs assessment can be made at any time, by either a parent, the young person or a person acting on behalf of a school or post 16 institution.

All children are entitled to full time education, every teacher is a teacher of SEND and every leader is a leader of SEND. There must be a Whole School Approach. For most of our children this will ensure they are understood, have access to learning and make good progress.

All children and young people with or without SEND will access health services at various stages in their young lives.

If you have worries around a child or young person's health or development, please speak to the health visitor, school nurse or GP who will be able to sign post you to the support or information you need.

If further support is needed referrals can be made at any time.

All Schools assess plan implement and review children and young people's progress. If a child or young person requires further intervention the school should follow the Graduated Response of Assess Plan Do Review. This will identify needs and offer the right support as early as possible

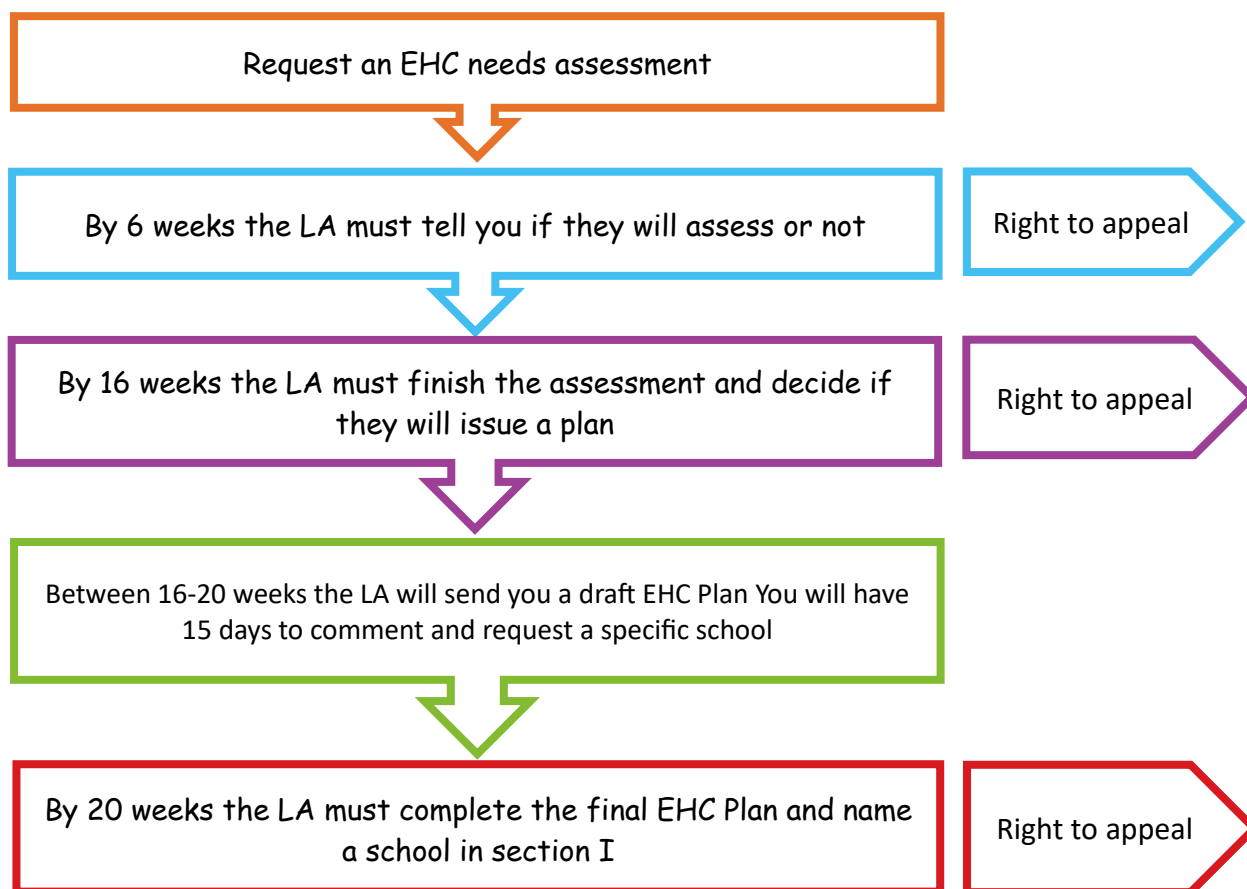
Following the graduated response can help to support the request as it provides evidence of the work which the school has undertaken and why it may be necessary for special educational provision to be made for the child or young person.

Schools should make reasonable adjustments and adaptations to learning.

If they feel there is a higher need, the class teacher and SENCO should outline what additional provision must be put in place.

If evidence shows that progress is not being made, then outside professionals can be requested for additional advice, for example, Special School Outreach, Behaviour Outreach, or SEND Specialist Advisory Service.

We need to give time for strategies to be put in place and the Local Authority recommends at least two assess plan do review cycles are shown. If following this there is still little or slow progress, then the parents and school can use this as evidence to support their request for a needs assessment.



Requesting a Needs Assessment

If you want to request a needs assessment, you can simply inform the local authority of the request. You do not have to use the form.

However, using the form is the best way to ensure that you have included all the information needed.

Your school SENCO should be able to help you, it works best when we work together.

When the request is received the local authority have 6 weeks to check they have all the information necessary to make an informed decision.

An officer will call you and explain the process and go over your request and if there is anything further needed.

If you would like support before or during, we can help identify the best service for this.

At Six Weeks

The Local Multi Agency Panel will look at all of the information and decide if a needs assessment is necessary. It may be that the right support is in place in which case the panel will make this clear in their decision. The local authority will work with you and the school to ensure that your child is receiving the appropriate support through an Implementation and Support Meeting. If there is additional information or concern this will be taken back to the Local Multi Agency Panel for reconsideration. If things change you can apply again.

If the decision is that an Education Health and Care Needs Assessment is necessary, the local authority (HCC) will identify what additional information is needed and professionals will be contacted. You will also hear from an officer who will discuss with you what other information you feel is needed.

If you are not happy with this decision not to assess you may appeal through the SENDIST First Tier Tribunal (see appealing a decision at the end of this document)

The Assessment 6- 16 Weeks

An officer will be in contact with you so that you know what assessments have taken place, all information will be shared with you.

We will work together to ensure we capture your child's needs and provisions.

Any education/health/social care service may be asked to provide advice for Children/ Young People who are currently known, or have previously been known, to them.

Once all information is received this will tell us whether an Education Health and Care Plan is necessary or is not needed at this time.

If you are not happy with the decision not to issue an Education Health and Care Plan you may appeal through the SENDIST First Tier Tribunal (see appealing a decision at the end of this document)

Week 16 - 20 Finalising the Plan

A draft plan will be shared with you, you will have at least 15 days to look at and request changes. If we don't hear from you, we must issue the plan. You and your educational setting or placement may wish to have a planning meeting to ensure the detail is right.

We will consult with the educational placement or setting that is nearest and your preference. Once they have responded, we will name the educational placement or setting and finalise the plan.

Most children will have their needs met in a mainstream school. However, if you wish to request a special school as is your right, this will need to be considered by the local authority.

Once the plan is finalised the appropriate team will take the plan forward and be involved at the annual review or six-monthly review, if your child is under five.

Week 20

By week 20 the Local Authority must complete the final plan and name an educational setting or placement in section I.

We will continue to work together to ensure your child's needs are met.

If you are not happy with what is in the Education Health and Care plan you may appeal through the SENDIST First Tier Tribunal (see appealing a decision at the end of this document)

Implementation of the Plan and Any Worries

Once your plan is in place if you have any worries, please talk to your SENCO in the first instance.

A SEND Implementation Support Officer can meet with you and the school to discuss any worries and find solutions.

SENCOs can call ASK SALI, the advice line for professionals, contact their local DSPL, SEND Specialist Advisory Support Services.

There are many parent support groups please see the resource section below.

Resources:

EHCP Form:

The Local Offer for Parents, Children and Young People:

Hertfordshire Local Offer Website

<https://www.hertfordshire.gov.uk/microsites/Local-Offer>

Hertfordshire Grid for Schools and Education Settings

The Hertfordshire Grid

<https://thegrid.org.uk/>

SENDIASS - 01992 555 847 info@hertssendiass.org.uk

ASK Sali - 01438 843 310 asksali@hertfordshire.gov.uk - professionals only

Children and young people's speech and language therapy (SALT)

<https://www.hct.nhs.uk/children-and-young-people-speech-and-language-therapy>

Child and Adolescent Mental Health Services (CAMHS)

<https://www.hpft.nhs.uk/services/child-and-adolescent-mental-health-services-camhs/>

Families First

<https://www.hertfordshire.gov.uk/microsites/families-first/families-first.aspx>

Finally, we know this journey can seem overwhelming and we hope this At A Glance Document helps you. The Local Area Partnership, including health and social care, are committed to support you and your child or young person to thrive.

If you are not happy with a decision, you have the right to appeal to the First Tier Tribunal (SEND).

<https://www.hertfordshire.gov.uk/microsites/local-offer/feedback/if-youre-not-happy-with-a-decision>

You may like to speak to the SEND Information, Advice and Support Service (SENDIASS) to get free independent support. Visit www.hertssendiass.org.uk, email sendiass@hertfordshire.gov.uk or call 01992 555847. Seeking independent advice or support does not prevent you from appealing to Tribunal.

You may wish to go straight into appeal. Before you appeal, you need to contact a mediation advisor to consider mediation and obtain a mediation certificate. KIDS SEN Mediation Service is informal, independent and free. Read more at www.kids.org.uk or call them on 020 7359 3635.

You have 2 months from the date of this letter to speak to a mediation advisor. You can read more about the appeal process at www.gov.uk/appeal-ehc-plan-decision or contact:

First-tier Tribunal (SEND)

1st Floor, Darlington Magistrates Court

Parkgate

Darlington

DL1 1RU

send@justice.gov.uk

01325 289 350

