

Funding Process alongside Annual EHCP Reviews – 2021 only

EHCPs that have not been banded

At the start of each academic year, the Shared Services Team (formerly the Central SEND Team) sends out a list of all annual reviews and the date they are due to be completed. This list goes to schools and settings, social care and the DMO.

A further list is sent termly, thus providing the school/setting with time to plan and consider relevant professional input.

1. Shared Services advises the school/setting of the date by which the Annual Review Report is required (as above).
2. The school/setting, having liaised with the parent/carer(s), sets the date of the Annual Review Meeting and invites relevant professionals, parents and school/setting staff. At the same time, reports/updates are requested from professionals, parents and school/setting staff.
3. A copy of the Banding Summary Sheet is downloaded from The Grid by the SENCO for use at the Annual Review meeting.
4. The Annual Review is carried out as usual.
5. The school/setting and the parent carry out the banding activity at the end of the review using the professional reports available and the CYP's EHCP. The outcome is recorded on the Banding Tool Summary Sheet.
6. All documentation relating to the Annual Review and the Banding is sent to the SEN Officer ten working days after the Annual Review meeting.
7. The SEN Officer/Manager completes an independent banding of the EHCP.
8. The SEN Officer, with the support of his/her manager, assesses whether the banding recommendation is valid. If the SEN Officer/Manager and the school/setting have different views on the banding then a third, independent person (service lead, EP, Manager) will be asked to band the area(s) of need where there is a difference. The SEN Officer then informs Shared Services of the decision.
9. The SEN Officer will communicate the outcome to the school/setting.