

## **Funding Process alongside Annual EHCP Reviews**

**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. The SEN Officer 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. At the end of the Annual Review meeting, the question is asked, 'Are there any significant changes in need as indicated by recent (within one year) professional reports?'
5. If the answer is 'no' then the banding sheet is returned with 'no change' recorded on it.
6. If the answer is 'yes' then those present use the Banding Tool to assess the CYP's needs and complete the Banding Tool Summary Sheet.
7. If the Banding Tool Summary Sheet indicates an increase or reduction in the overall banding then this is sent to the SEN Officer with a recommended new banding and the primary reason for this recommendation together with the supporting evidence quoted from the banding tool and the professional report(s).
8. All documentation relating to the Annual Review and the Banding is sent to the SEN Officer ten working days after the Annual Review meeting.
9. The SEN Officer, with the support of his/her manager, assesses whether the banding recommendation is valid. If the SEN Officer and his/her manager have different views on the banding then a service lead will be asked to band the area of need where there is a difference. The SEN Officer then informs Shared Services of the decision.