

GUIDANCE FOR AN ASSESSMENT PLANNING MEETING (APM)

Key workers and others involved with a child or young person are encouraged to use a person centred approach throughout the graduated response to special educational needs, with regular consideration of:

- The qualities of the child or young person that are liked and admired,
- What is important to the child or young person and why,
- What help and support are important for the child or young person.

Proforma that use a person centred approach are available to help elicit the views of parents and carers and children and young people. Professionals are encouraged to ensure that their reports make reference to the above and identify for the child or young person their strengths, needs, desired outcomes, the support required to reach the outcomes and how the support and progress will be monitored. It is helpful if reports can be circulated prior to a review.

An APM is part of the graduated response (assess, plan, do, review) to SEN. A Key Worker, such as a SENCO, will call an APM when there is evidence that, despite appropriate support, including multi-agency involvement, at the Action Plus stage, a child or young person may require an Education, Health and Care Needs Assessment with a view to accessing an Education, Health and Care Plan.

The Key Worker will generally facilitate the meeting, ensuring that everyone, especially the child or young person and the parents or carers, has an opportunity to have their say. It is helpful if another person acts as scribe and if recording can be made visible to the group, such as by using a flipchart or projector.

Agenda: the facilitator

- Welcomes everyone and makes introductions, ensuring everyone is comfortable and explaining the purpose and structure of the meeting
- Checks whether anyone has any questions about the reports, then asks the following person centred questions
 - What do we like and admire about..? What are his/her strengths?
 - What is important to .. and why? (Now and in the future)
 - What help and support are important for..?
 - What is working well for...?
 - What is not working well for ...?
 - What are the next actions for...? (Including agreeing dates for further assessments)
- Thanks everyone for their attendance.

If the decision is to refer the child or young person for an Education, Health and Care Needs Assessment, the referral form should be completed, with:

- Signatures of all relevant parties,
- An indication of which reports can be submitted as formal Advice, for example where assessments are complete or where updates will be submitted as addenda.
- Dates for further assessments where these are required,
- A preferred day of the week, time of day and venue for a Support Planning Meeting (when the EHC Plan is written collaboratively),
- A named facilitator for the Support Planning Meeting from amongst the signatories to the referral.

If the referral is accepted by the SEN Panel, invitations to the SPM will be issued by the SEN Unit.