SENCO Quick Guide 4 Statutory Assessment Process

Initial Stage:

Following the Decision to Assess at the Trafford Assessment Panel (TAP), an EHC Key Worker will be allocated the case. They will contact the family and child/young person to explain the process and collect views on anticipated outcomes. They will also contact school and other professionals to collect ‘Additional Information’.

Additional Information Stage:

This must happen within 12 weeks of the process, usually 6 weeks following on from TAP decision. After receiving the initial referral information, the allocated caseworker will invite the relevant school representatives to discuss the case.

The SENCO will have completed a detailed application as part of the referral process. At this stage the SENCO is requested to submit any further information that may help with the assessment but also to begin to collate existing information against the four areas of need in the Code of Practice (2015). The SENCO has 6 weeks to complete and submit this from date of request. This is the same for associates under health and social care and also any other professional involved with the child or young person.

MAR (Moderation and Resource) Panel:

After further information has been collected and no later than week 14, the case is presented to the MAR panel by the allocated case worker from the EHC Team. The panel will examine and discuss the information then make a decision to issue an Education, Health and Care Plan (EHCP) or not.

Parents and School are informed of the outcome of the meeting by letter and guides. If appropriate, an EHC Caseworker will meet the parents and school to explain the reasons for not issuing an EHCP and help create an SEN Support Plan by supplying information received during the Statutory Assessment and recommendations of the MAR Panel.

Agree to Issue:

When MAR panel agrees to issue an EHC plan, the EHC coordinator will begin to collate all the information onto an EHC plan. The will contact parents and schools with drafts to get feedback and fill in any missing gaps or information. This can happen as many times as is needed in order to create a plan that fits the child’s needs, outcomes and provision.

Final Stages:

At 16 weeks, this process is closed and the parents will receive an official ‘draft EHC plan’. They have 15 days to make any final representations. The EHC is sent to school for a further 15 day consultation, in order for the head teacher and governors to agree they can meet the needs outlined on the EHC plan. The final EHC plan will be sent to parents. If they don’t agree to the plan, the parents have rights to mediation and tribunal. School cannot contest the EHC contents once parents have
agreed and should not encourage or ask parents to instigate a tribunal on their behalf. The Local authority will consider the parents preference for school along with local qualifying school and give careful consideration to representations made by the school before naming it on a plan.

**What to Expect and When:**

A brief explanation! More details are available on the Local Offer

<table>
<thead>
<tr>
<th>Week</th>
<th>Activity</th>
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<tbody>
<tr>
<td>Week 1</td>
<td>Application received. Quality assured for key evidence. School submit additional if missing. If complete put on TAP agenda</td>
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<tr>
<td>Week 2 – 6</td>
<td>TAP panel meets and decides whether to agree to assess of not based on information submitted and against thresh criteria</td>
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<tr>
<td>Week 4 – 12</td>
<td>The EHC coordinator will introduce themselves to parent and school. They will contact the school for additional information to submit the statutory assessment process. They will also ask for additional information from parents and other professionals involved</td>
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<td>Week 12 – 14</td>
<td>MAR panel. Case is discussed along with all evidence and decision whether to issue EHC plan or not is made. Parents and school notified of outcome. EHC coordinator submits all information to parents and school in order to help write a SEN support plan.</td>
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<tr>
<td>Week 14</td>
<td>EHC coordinator begins to draft and EHC plan. They will contact parent and schools as part of an ongoing discussion around its contents. We call this the ‘ping pong’ stage!! Agreed changes can be made as frequently as needed in discussions with parents</td>
</tr>
<tr>
<td>Week 16</td>
<td>The official ‘draft plan’ is sent to parents for final amendments.</td>
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<tr>
<td>Week 17</td>
<td>The draft plan is sent to governing body and head teacher to decide if they can meet the provision outlined in the plan</td>
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<tr>
<td>Week 20</td>
<td>Final plan is sent to parents then schools</td>
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# Monitoring and Assessment of Children & Young People with Special Educational Needs and Disability

## The Preparation Stage

You should receive a formal letter notifying you of the key dates. This will be two weeks in advance of starting the process but you can start collating information as soon as you know. The Yearly Transfer Planner is available on the local offer to show you which year groups will be transferring in advance.

You will be told who will be your EHC coordinator and how to contact them.

You will need to complete:

- TR4
- TR1, 2 for parent and child views

The forms are available to download at the Trafford Local Offer.

You will need to collect as much information from the school as possible. The educational advice is crucial to developing sections B, E and F of the plan and replaces the old ‘app b’.

Any staff involved with the child should be asked to contribute in order to create a detailed report. This will include a summary statement and four detailed sections under the areas code of practice. Parents may need your support completing their sections. It is important we receive as much information from the family and child as possible.

Parents elect how they want TR1 Child Views to be completed. This can be done at home with parent or at school with a familiar member of staff.

We can only accept the TR forms via email. Please see the transfer guide for details on how to do this via the `ehcschools@trafford.gov.uk`

You will need to plan a meeting to invite parents and the EHC coordinator to. This must take place before week 7.

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<td>The Preparation Stage</td>
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<tr>
<td>1</td>
<td>Please complete the TR forms and send them to your Coordinator when they are finished. Please use the schools email address <code>ehcschools@trafford.gov.uk</code>. It is important we know about any reports or assessments. Please let the coordinator if you feel there is any assessments which may be beneficial during the transfer process. You will need to send the meeting invites out. Look at TR3 to see who the parent has requested. Please plan this in conjunction with your EHC coordinator to ensure they can attend.</td>
</tr>
<tr>
<td>2</td>
<td>This is the last date to send the forms to us or to school <code>ehcschools@trafford.gov.uk</code></td>
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## Monitoring and Assessment of Children & Young People with Special Educational Needs and Disability

### The Meeting Stage

5. At the meeting you will need to bring:

- an up to date provision map
- an expected provision map if you feel there may be changes in the year ahead
- idea of the current outcomes the child is working
- SEN support plans and any reports would be useful too.

The school should host the meeting and this will be run in the usual child centred way focusing on outcomes and provision. We have a Guide to a Transfer Agenda on the local offer. The coordinator will gather and record all the information.

### The Co-production stage

8. The EHC coordinator will be co writing the EHC plan with family and will contact you if they need more information.

9. We will begin to look at school places based on availability of parents preferences and local qualifying school.

14. The draft EHC will be looked at and confirmation of the funding will be agreed. This is the last date at which we can decide not to go ahead with the EHC. If this happens, the EHC coordinator will contact parent to explain the reasons.

15. You will be sent a copy of the final version of the Draft Plan. We will consult with the Governing body and head teacher for a place at the school based on the needs in the plan.

17. **This is the last time we will be able to amend the plan**

### Final

19. You will receive a copy of the final plan. From this time the statement is no longer valid and the new EHC plans takes over as the legal document in which the child’s Special Educational Needs are recognised.
Monitoring and Assessment of Children & Young People with Special Educational Needs and Disability