

Prior to the request being made: A SEND Multi Agency Meeting (MAM) is held by the school with parents/carers and any important professionals to discuss whether an Education, Health and Care (EHC) needs assessment would be appropriate and beneficial.

Stage 1

Newcastle Local Authority receives the request and decides whether to carry out a needs assessment or not.

During this time you will:

- Receive a letter from Newcastle Local Authority to say they have received the request for an EHC needs assessment and what support is available.
- Be given a named person called a **SEN Case Worker** who will co-ordinate the assessment and gather information.
- Receive forms asking for your consent to seek information or advice from other professionals involved.

Stage 2

Assessments are carried out and advice from any appropriate professionals is sought.

During this time you will:

- Be asked to attend any meeting as arranged as part of the assessment, if these are needed (such as appointments with education psychologists or occupational therapists).
- Be asked to forward your views by completing the **Section A My Profile form or the parent/carers views form** (if you have not already done so).

Checklist

If you want help ask for an **Independent Supporter at Skills for People** (Tel: 0191 281 8737)

Keep a copy of all letters you receive in a safe place.

Contact details for your named SEN Case Workers are on all letters.

Remember to return any form which gives your parental views and consent for information to be sought from those involved.

Checklist

Remember to return your parent/carers views forms or Section A as soon as possible.

Get in touch with **Independent Support at Skills for People** if you want help.

What Happens Next?

If all agree at the MAM, a request is sent with supporting information by the school.

A letter will be sent by the Local Authority telling you whether an assessment will go ahead or not.

If yes – you will be informed by letter that a needs assessment will go ahead and will take 6 weeks

If no – you will be informed by letter that a needs assessment will not take place and the reasons why. If you disagree with this decision you can discuss your concerns with a **SEN Case Worker** or the school in the first instance. If you are still not happy, the SEND **Information, Advice and Support Service** can advise you about using the **Mediation Service or SEN and Disability Tribunal**.

What Happens Next?

The SEN Case Worker will gather the information from your parental views form and Section A, from the school and from professional reports. They will write an **Interim Plan** filling in Sections A to D.

Independent Support at Skills for People is funded by the Council for Disabled Children.

You can find out more about Independent Support by contacting: Skills for People on 0191 281 8737

Or email: Kathy Steele – kathy.steele@skillsforpeople.org.uk or email: Clare Penny-Evans – clare.penny-evans@skillsforpeople.org.uk

<p>Stage 3 The Interim EHC Plan Sections A to D is completed and the Planning Meeting takes place.</p> <p>During this time you will:</p> <ul style="list-style-type: none"> • Be contacted by your SEN Case Worker to discuss the recommendations. If you want a Planning Meeting this will be booked. • Be sent a copy of the Interim Plan. • Be asked at the Planning Meeting if the information is correct and if any additions or changes are needed. • Be able to give your views at the meeting about your child’s and families’ aspirations; what support they need; what the support should help your child achieve; what long term aims or short term outcomes need to be set. 	<p>Checklist</p> <p>Get in touch with Independent Support at Skills for People if you want to go through the Interim Plan, prepare for or come with you to a meeting.</p> <p>Call the SEN Case Worker or speak to the SENCO if you want to talk about the Interim Plan before the Planning Meeting.</p> <p>Take a note of the date. Let your SEN Caseworker know if there is someone who needs to be at the meeting.</p>	<p>What Happens Next?</p> <p>The Planning Meeting will be booked and confirmed by your SEN Case Worker. Remember to tell your Independent Support worker the meeting date!</p> <p>The Interim Plan is now updated and amended based on your feedback.</p> <p>If you have any concerns talk to the Independent Supporter who will tell you how to access the SEND Information Advice and Support Service.</p>
<p>Stage 4 The Draft EHC Plan is written</p> <p>During this time you will:</p> <ul style="list-style-type: none"> • You will be sent a Draft Plan • You will be asked whether you agree or not with the contents of the Draft Plan and the attached reports. • You will be asked your preferred choice of school and the Local Authority will consider this. • A decision will be made about any change of school if this is appropriate and all agree. 	<p>Checklist</p> <p>Get in touch with the SEN Case Worker, Independent Support or SEND Information Advice Support Service if you have any concerns.</p>	<p>What Happens Next?</p> <p>The Final Plan is now in place and will be put into action.</p> <p>If you are unhappy about the Final Plan you can appeal to the SEN and Disability Tribunal but you will first need to talk to the SEN Mediation Service at Mediation Works (Tel 01952 275038).</p> <p>The SEND Information, Advice and Support Service will give guidance about this.</p>

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