**Appendix 1 – Handy Hints – Changes to processes within the EHC Team and for the EHC Process**

Following the recent work undertaken by Warrington Borough Council and IMPOWER there have been some changes to Panel. The changes relate to both new referrals and any requests from Annual Reviews.

The new multi-agency Panel format will see one meeting taking place weekly where all requests will be considered. There will no longer be separate Referral & Resource and Placement & Provision Panels. Deadlines will remain in place i.e. the week before the Panel paperwork will need to be submitted. This allows members time to read the documentation in advance of the meeting. The timescales on Ask Ollie will no longer apply.

**New Referrals**

Any new requests to be considered for an EHC statutory assessment need to be filled in comprehensively. We need to see a clear picture of the child or young person from the information provided. SENCos have been given checklists to show the documents that are required with any submission. The paperwork needs to reflect the needs of the pupil and what has been done through the graduated response that is additional to and different from that pupil’s peers and your core offer to all children. This has to be demonstrated through two cycles of plan, do, review process. There should be information to show what progress the added interventions have made.

Alongside the referral form there needs to be a recent, (within the last six months) Educational Psychologist’s report. This report should have been used extensively to support the pupil using the strategies given within it. It is often helpful when this has been annotated to show what has been done and the interventions used.

There should be a detailed provision map which demonstrates the level of spend over the expected £6,000. Warrington Borough Council funds Level 2 Teaching Assistants even though the setting might be employing higher level staff. There needs to be three provision maps, one for each term. This should be accompanied by a timetable showing exactly what provision is being made to address the needs of the pupil. Any provision map listing statements such as one to one support or classroom support will not be considered. We need to know what support and intervention is being delivered by the staff providing support. Schools are asked to complete provision maps looking at intervention and support packages rather than costing out staff hours.

If the pupil’s needs are SEMH or ASD there would need to be involvement from one of the SEMH Specialist Teachers that the school will have collaborated with to discuss additional approaches or strategies. If the school has a SEMH teacher on staff, no additional involvement will be required. If new referrals indicate SEMH any supporting information from early help, social care or reflecting the home situation would be considered particularly useful when the Panel meets.

If any of the documentation is not submitted then the referral will be returned or further paperwork will be requested and then the referral will be submitted. The referrals are now triaged to ensure no case goes to Panel to be deferred because of lack of evidence supporting the submission.

It is also worth noting from the date of the referral coming to the Council it is a 20 week process, there are no short cuts in this process, but the more current the information we have at the beginning might mean the EHC Coordinator has to spend less time chasing things up which would help us get to more Annual Review meetings.

**Requests for funding without a plan**

These requests are for those pupils that school has some concerns about but feel that with a bit of intensive work could make progress. It might be the children that have come to be known as “cuspy”. The rationale here is that short term intervention supported by funding may give a boost and can then be removed. The paperwork required for these submissions is the same as for an EHC statutory assessment as it is expected they would be following the same process but not quite at that higher level of need.

**Annual Review requests**

The requirements for these cases are broadly similar to the new referrals. The main difference is the EP report. SENCos might want to consider the age of the EP report and have a new report done in the lead up to a review, being mindful that the strategies would need time to be embedded before any request was made to panel. Provision maps, timetables, reports from professionals and specialist teachers, where appropriate all need to be submitted - especially where health and social care issues impact on education. It should also be remembered that the purpose of an Annual Review is to review the EHC Plan and make recommendations to the Panel. Changes of provision might be recommended but might not be the outcome from Panel. The SENCo should also be aware, when leading the meeting that only the Council has oversight of places in Designated Provisions and Special Schools, the Headteachers of those settings don’t always know what else has been seen at Panel.

Again these documents are triaged so any missing information will result in a delay.