

SEND- EHCP Final Plan Process Map SCT

EHCP Final Plans

Child known and has current TAF/CIN/CP/LAC plan

Receipt of final EHCP

- EHCP writer emails final EHCP to SPOC at EHC_plans@sandwell.gov.uk
- Timescales: by the 20th week
(Resp: SEN Team)

Upload final EHCP to LCS/EHM

- Upload final EHCP to LCS/EHM in 'documents'
 - Put EHCP flag on LCS/EHM
 - Add case note advising of final EHCP
 - Workflow to relevant Social Worker/Team Manager/COG Worker/COG Manager
 - If LAC/CP child inform relevant IRO (through workflowed case note)
- Timescales: within 1 day
(Resp: SPOC BSO)

Consider EHCP

- Has it impacted on child's current plan
 - Make any adjustments to their care plan
 - Discuss with professionals/parents/child as relevant
- (Resp: Social Worker/COG Worker)

Review of EHCP's

- EHCP's are always reviewed at 10-11 months by the school
 - The EHCP is linked in with the Child's CIN/CP/LAC/TAF plan
 - EHCP/Child's Plan must be reviewed together at 10-11 months (in a back to back meeting with child's review)
 - EHCP must be finalised by 12 months
 - Complete LAC pre-meeting report and the EHCP Advice Form (see Tri-X)
 - IRO must be kept informed if involved
- (Resp: Social Worker/COG Worker)

Note: All final EHCP's must be completed within 20 weeks

Practice Note

- It is important that the Annual Review of the EHCP is known. It is an expectation that the TAF/CIN/CP/LAC review and review of the EHCP is held in a back to back meeting. It is everyone involved with the child that needs to ensure that this happens.
- It is important that if there are any changes in the child's circumstances throughout the process e.g. a child moves address or care proceedings conclude that the SEN Team (and LACES if applicable) are notified of the changes and updated.