**The Education, Health and Care Needs Assessment Consideration Meeting.**

**(EHC Consideration).**

**Terms of Reference.**

**Purpose:**

This meeting will consider all requests for EHC Needs Assessments. It seeks to ensure consistent application of the EHC Needs Assessment guidance and criteria and ensure a fair and equitable application process for all.

**Membership:**

The EHC Consideration Meeting has multi-agency representation. A representative from education, health and care is required to attend all meetings although the actual professional attending will vary.

There will be an Educational Psychologist at every meeting.

The SEN Team Manager (or identified substitute when absent) will chair the meeting.

Representatives from the 3 primary services may come from (this list is not exhaustive):

Education: Portage, Early Childhood Service, pre-school setting, school setting, Post 16 setting, specialist settings, specialist advisory teacher.

Social Care: Early Help, SEND Care Team, other social work practitioner.

Health: Speech and Language Therapy, Occupational Therapy, Physiotherapy, CAMHS, Community Paediatrician.

*Note – It is our intention to include parent/carer representation. It is imperative their role within the meeting is clear and that they feel confident and empowered to contribute to the meeting and the decisions it makes. Training and/or induction requirements and support arrangements are currently being considered and this will be a priority for the Lead Officer SEND when in post.*

**Process:**

* The meeting will be held weekly at on a Tuesday [school holidays may incur some variation].
* The agenda will be set on the proceeding Thursday.
* Relevant paperwork will also be distributed on the Thursday.
* Attendees are responsible for bringing a copy of the associated paperwork to the meeting.
* If any casework has been completed following receipt of the request an SEN Team member will also complete the Consideration Meeting Summary (Appendix A) prior to the meeting.
* The meeting members will consider the details held within the request form. Decisions will be reached in line with the information held within the EHC Needs Assessment Guidance and Criteria document (available on the Southampton SEND Local Offer and also at the meeting).
* Discussion and decisions will be recorded by Southampton City Council Business Support member under the guidance of the meeting Chair.

**Sharing decisions:**

**If EHC Needs Assessment is agreed:**

An Assessment Co-Ordinator will be identified. The SEN Team will inform this professional.

A member of the SEN Team will share the decision with the parent/carer or the young person preferably by phone and followed up in writing. They will also update the educational setting.

The Assessment Co-ordinator will then become the responsible Officer for the assessment process and key contact for the family, although a Liaison Officer who is part of the SEN Team will also be identified.

**If EHC Needs Assessment is not agreed:**

A Co-ordinator for a Planning Meeting will be identified.

A member of the SEN Team will inform the parent/carer or young person of the decision preferably by phone and followed up in writing. They will also inform the educational setting.

The family will be offered a Planning Meeting with their Co-ordinator. It is most likely this meeting will be held at the child/young person’s educational setting and will include key school staff and any other relevant professional. The purpose of the meeting is to share the reasons for the decision and to plan the ongoing support that will be offered to the pupil.

**If there is not enough information to reach a decision:**

If statutory timescales allow the meeting may conclude that they need to seek further information in order to reach an informed decision.

A member of the SEN Team will be identified to undertake this action. They will also make contact with parent/carer or young person and educational setting to explain this decision.

The request will be returned to the next available meeting when the information is available (within the statutory timeframes).

**Review of decisions:**

The decision processes laid out above ensure the parent/carer or young person and educational setting has an identified member of the 0-25 SEND Service or representative of the meeting who they may contact to ask any questions or seek further information.

If following the processes above the family or setting wish to engage with an alternative representative they should contact Kalvinder Garewal, SEN Team Manager 023 8083 3262 or [kalvinder.garewal@southampton.gov.uk](mailto:kalvinder.garewal@southampton.gov.uk)

Where conversations or actions following the consideration meeting identify new or additional information the request may be returned to the meeting for further consideration.

Parents/carers and young people have the right to appeal decisions they disagree with to the Special Educational Needs and Disability Tribunal. The details of this process will be provided in writing at the time of the decision. Southampton City Council is committed to maintaining a local dialogue with its families and will always strive to work with them to try to resolve any disagreement.

May 2015.

Appendix A:

EHC Assessment Request Consideration Meeting.

Summary and Decision Record.

Pupil name: DOB:

Date of EHC Consideration Meeting:

|  |
| --- |
| Summary of further Caseworker undertaken/additional information not available on application form: |

Decision (to be completed by chair):

|  |
| --- |
| Conduct EHC Needs Assessment?  Yes No |
| If Yes:  Primary Category of Need - Cognition and Learning    Communication and Interaction  Social Emotional and Mental Health Difficulties  Sensory and/or Physical.  Allocated Assessment Co-ordinator: |
| If No:  Summary of reasons:  Allocated Co-Ordinator for Planning Meeting: |

Meeting attendees:

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Signed:……………………………………………………………………….(Panel Chair)