

# GETTING AN EDUCATION, HEALTH AND CARE PLAN (EHCP)

## A Quick Start Guide for Families in Richmond & Kingston

### WHERE TO GET HELP

There are a number of organisations that will help you fill in forms and give you guidance and advice. A good place to start is with your local Independent Support Partnership

[independentsupport@richmondaid.org.uk](mailto:independentsupport@richmondaid.org.uk)

Telephone: 020 8831 6076

OR

[children@enhanceable.org](mailto:children@enhanceable.org)

Telephone: 020 8831 6179

For other organisations that can help you see page 19 of guidance notes

### WHAT IS AN EHCP?

- An EHCP is a legal document which sets out a description of your child's needs (what he or she can and cannot do) and what needs to be done to meet those needs by education, health and social care. The document also contains the school placement and, if requested, a Personal Budget. It replaces the Statement of Special Educational Needs and is being phased in over the next 4 years.
- The child or young person and their aspirations and desired Outcomes is at the centre of the plan
- In an EHCP, Outcomes drive provision. E.g. if your aspiration is to be an astronaut then an Outcome might be "learning to read at age appropriate level" and the provision to achieve the Outcome could be 3 hours literacy support per week
- You can have an EHCP up to the age of 25 providing you are in education or training

### WHAT YOU NEED TO DO TO GET AN EHCP

#### Request an EHCP

- **Attend a multi-agency meeting.** Before a formal request for an EHCP can be made to the SEN Team at Achieving for Children (AfC), a multi-agency meeting should be held where the parents, the child or young person (if appropriate) and all relevant professionals (this might include an educational psychologist, therapists, teachers, etc.) meet to discuss the needs of the child and whether an EHCP should be requested
- **Work with the educational setting to complete the EHCP request form.** Normally the school or educational setting will complete the EHCP request form and help the parent to complete their sections before submitting— however the parent may also do this if they choose. A young person between the ages of 16 and 25 may also request an EHCP on their own behalf

If the request is accepted you will attend a second multi-agency meeting (if rejected see guidance p14 for information)

#### Before the 2<sup>nd</sup> Multi-Agency Meeting

- **Complete section A of the EHCP forms.** This is quite a lot of detailed information but is important as it gives a picture of the child or young person and ensures that their aspirations, likes and dislikes are at the heart of the plan (for more detailed guidance on completing section A refer to page 7 of guidance notes)
- **Nominate a Lead Professional.** This is someone who you know and trust and who knows the child or young person who will help you to coordinate the process and help you with any concerns. For more information on the Lead Professional please see page 6 of the guidance notes
- **Discuss Outcomes with your SENCO or Lead Professional** and ensure that there is a draft set of Outcomes that you are happy with that can be discussed at the Transfer Meeting (more on Outcomes on page 9 of the guidance)
- **Decide whether you wish to ask for a Personal Budget** (more on these on page 11 of the guidance notes)

#### During the 2<sup>nd</sup> Multi-Agency Meeting

- At the meeting you need to ensure that your views, wishes, concerns and those of your child or young person are properly heard. You need to be comfortable with the description of Strengths and Special Education Needs (section B), Outcomes (Section E) and Provision (Section F) that are discussed and agreed, including the placement (Section I). You will also want to ensure that the Health (Sections C & G) and Social Care (Sections D & H) sections are complete. (For more information on sections B to H refer to pages 8-10 of the guidance)

#### After the 2<sup>nd</sup> Multi-Agency Meeting

- Review the draft EHCP and feedback any changes that you want to your SEN Case Officer. You can discuss anything you are concerned about with your Lead Professional or you may wish to seek advice from one of the Independent Advice and Support services (for contact details see page 19 of guidance notes)
- After you are happy with the draft it will be submitted to Panel to be approved (or occasionally further information will be requested)
- You may wish to complete the section "How to Keep me at the Centre of my Plan" which gives you and/ or young person the opportunity to specify how this document should be maintained in the future (page 5 of guidance)

### TIPS FOR GETTING THE BEST POSSIBLE EHCP

- Do be clear why the educational setting cannot meet the needs of the child or young person within their SEN support programme. EHCPs are provided only where this is not sufficient
- Do make use of Independent Support / Independent Advice and Support to help you through the process – that's what they are there for
- Do make sure that you are happy with the Outcomes in Section E. Provision specified in Section F will be based on these and progress will be monitored in each annual review after the plan is finalised
- Do nominate a Lead Professional to help you coordinate everything
- Do make sure that the most important professionals to and for your child or young person will attend the multi-agency meetings (it may not be possible to get all attending). Your SEN case officer, SENCO, school or Lead Professional will give you this information. If you want a particular person to be there ask for the meeting to be re-arranged to accommodate this
- Do make sure that you know what provision is potentially available - the Local Offer Website (live from May 1) should help you with this. Make sure that you ask for a provision or service if you think it is relevant – but remember that provision should link to an Outcome