



Self Assessment of our SEND Implementation

May 2016

*A new approach to special
educational needs and disability*



Support for Parents and Carers in the Statutory Assessment and Education Health and Care Plan Process.

What was the issue?

Ensuring parents and carers are fully informed, consulted and able to contribute to the statutory assessment process and their child's Education Health and Care Plan (EHCP).

Our journey so far....

The local authority SEND department are mindful of the importance of putting families at the heart of any decisions made about their child or young person with SEND. There is an ongoing focus to ensure that the views wishes and feelings of parents and carers are sought and regarded throughout the EHCP process.

Parents and carers are informed and have access to Independent advice and support and advocacy through the Special Educational Needs and Disability Information, Advice and Support Service (SENDIASS).

A parent guide booklet has been produced to inform parents and carers fully about the EHCP process, this is personalised and dated to inform parents and carers exactly where they are now and the steps that will need completing before the EHCP can be finalised.

Information leaflets on Personal Budgets and the Independent Advice and Support Service have been produced and are shared with all parents and carers at the initial home visit.

The opportunity for Parents and carers to provide feedback and inform improvements on the EHCP process is offered through a written questionnaire sent to each family with the finalised EHCP and via a phone survey where a proportion of parents and carers are randomly chosen and contacted by a SENDIASS representative.

What have we done?

All families receive a home visit from a named SEN officer or EHCP coordinator, once statutory assessment has been agreed. The named SEN worker will remain the parents and carers key person throughout the EHCP process and is able to be their first point of contact within the SEN department until the EHCP is finalised. The named SEN worker explains in detail the EHCP process, Personal Budgets and the availability of SENDIASS.

The home visit enables the named SEN worker to revisit the Section A Family and Child Information already submitted with the Request for Statutory Assessment and enables the parents and carers to add or amend the information. Particular emphasis is given to exploring and talking through with parents and carers their aspirations for their child or young person.

The education, health and social care practitioners already involved with the child are confirmed with the parents and carers to ensure the relevant professionals are contacted for advice to inform the child's strengths, needs and outcomes in the EHCP.

A draft EHCP is sent, once all advice has been received, to the parents and carers and the named SEN worker will contact them and make any changes necessary and the parents and carers have the opportunity to name their preferred educational setting for their child.

Formal consultation with this setting takes place and when agreed, the EHCP is finalised naming this setting and a copy is sent to the parents and carers.

All families are contacted either face to face or through a telephone call if a Request for Statutory Assessment for their child is not successful and a full explanation is given with advice on the alternative support available for their child. This is followed up in writing.

What difference has this made?

- Parents and Carers are better engaged and informed about the EHCP process and have the opportunity to ask questions and clarify in person any points that are unclear throughout the EHCP process. This can be evidenced through current parent/carer feedback.
- The views and aspirations of the parents and carers are clearly identified and recorded in the EHCP.
- The quality of information available for parents and carers has improved.
- The quality of Section A Family and Child information has improved especially with regard to parents and carers aspirations.
- Parent and carers have the opportunity to provide feedback and inform improvements to the EHCP process.
- Parents and carers are better informed regarding the statutory assessment process, criteria and the support offered at SEN Support level.

Areas for further action

- To explore further parent and carer training regarding 'person centred planning' to help them identify their child's individual strengths, weaknesses and aspirations and how to develop outcomes to meet these.
- To explore further the idea of engaging parent champions to provide parental support around 'person centred planning'.
- To explore ways to further engage with parents and carers in future EHCP process and paperwork improvements.
- To further support educational settings in collating Section A Family and Child information in a person centred manner.

Immediate next steps

- Continue to offer a variety of opportunities to collate feedback from parents and carers
- Continued engagement by the SEN Department with primary and school SENDCO's in promoting using a 'person centred approach' when collating information for Section A Family and Child.

Author

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