

EHCP Reviews- Forms Required: R2, R3, R4, and 'My Profile' (see page 4 of Early Help)

Child/Young Person has an EHCP with a review date written into it, at the end of Section F, either 6 months or 12 months, depending on the age of the child

LA SEND Business Support: Informs the setting of upcoming reviews (at least 1 or 2 terms in advance of the set date).

SENCO: Schools only: to request access to the portal from the Senior Management of the School, in order to check for dates and SEND paperwork.

SENCO:

- Sets the date of the review, at least half a term in advance and to inform and invite all professionals who are involved with the child, their parents/carers, and a representative from the SEND team in the local area.
- The date of the meeting, the child/ young person's name and dob to be emailed to: Inclusion.B&L@cumbria.gov.uk; or Inclusion.A&C@cumbria.gov.uk; or ice@cumbria.gov.uk; and EHCPadmin@cumbria.nhs.uk- depending on the area of the County that the school is in. The NHS website is the one to contact for the whole county.
- Professionals invited may include the Educational Psychologist; Specialist Advisory teachers; Social workers; Health Professionals (Physiotherapist, Speech and Language Therapist/ Occupational Therapist/ CAMHS/ Community Paediatrician).
- SENCO to send R4 out to parents/carers and to gather pupil comments using My Profile- page 4 of the Early Help.

SENCO:

- Complete the EHCP Form R2.
- 2 weeks prior to the meeting, send the R2, plus all supporting reports and evidence, including the R4 and 'My Profile' to everyone invited to the meeting. A copy of the documents must also go to the SEND team in the relevant area (see email addresses above).

At the Review Meeting:

SENCO: Completes the EHCP Form R3. Any amendments following discussion to be made on EHCP paperwork and kept within the setting to be worked towards until the next review.

In order that the Local Authority has the information it needs to decide if these criteria are satisfied, it would expect to see evidence of the above.

SENCO: Sends Form R3 to the relevant email/ SEND team office after the meeting.

If there are requests in the R3 to amend or refer on to other professionals



Yes

The LA Representative checks to see if school has made the referral to Educational Psychologist/ Specialist Advisory Teacher, or Health Service/ Social Care, and may refer themselves, when stipulated on the R3.



Decision to amend

LA Representative:
Takes the Child/ Young Person's evidence to the Moderation Panel, when there is a request to amend the outcomes and provision.

LA Representative:
amends the EHCP and informs LA SEND Business Support.

LA SEND Business Support:
sends out the draft or final of the EHCP with the supporting evidence as Appendices, covering letter with details of statutory rights of Appeal to the parents/ carers.

Copies of the Plan will also be sent to the professionals and agencies, stipulated in the EHCP. If there is no response to the draft, then a Final EHCP is sent out after 15 days.



Yes

LA SEND Business Support:
Forwards the R3 to EHCP Key workers to process.

LA EHCP Key worker:
Considers the Review paperwork (R2, R3, R4 and 'My Profile', and then informs LA SEND Business Support of decision to maintain, cease to maintain or amend, and discuss with the Lead Education Officer.



Decision to maintain

LA SEND Business Support:
Processes the paperwork and informs parents of the 'decision to maintain' and within that letter, details of their statutory rights of appeal.