

Independent Specialist Placement Approval Process

When the need for ISP has been identified, following an Annual Review, then an ISP request form is to be completed by EHCP co-ordinator and discussed with Education Team Manager.

All framework consultations are managed via the SEND Placements Team

ETM checks ISP request and uploads to MSTEams folder for agreement from the ISP/EF Panel. The Panel will note the decision on the request form.

If agreed – ETM will notify Send Placement Team (SPT) – Strategic Commissioning SEND that there is a new request on MSTEams

SEND.placements@cumbria.gov.uk

If Denied – the EHCP Co-ordinator will be notified and will liaise with the current school and parents.

SPT will identify potential providers and send Basic Referral Form.
All placements have 5 days to respond as to year group vacancies and whether they can meet need

Full EHCP sent to providers who have responded to say they have a potential vacancy. (15 day consultation period)

IF providers want further details – ETM alerts relevant professionals e.g. Co-ord/ SENCO/SW to contact providers

Providers will normally request a visit from YP and family prior to an offer being made

All communication must use secure methods, such as Egress.

Offer made and sent to SPT
If Accepted, notice served on current placement by ETM and transport requested by EHCP Co-ordinators, if required.

ETM fills in the **final section on ISP Request Form** and notifies Service Manager for final authorisation

ETM notifies STP

ETM will alert co-ordinator to liaise with relevant schools to arrange a start date or the Virtual School SENCO in the case of Children Looked After.

ETM notify Business Support Team Leads about the start date to ensure up-to-date record keeping.

Out of County Cumbrian CLA: Virtual School SENCO to contact ETM to discuss the educational needs of the young person; if an ISP is agreed then the search must come through the Cumbria framework in collaboration with the residing authority.

Note, this process may change when an Off Framework Spot Purchase contract has been completed.

If Residential accommodation is the primary need then a placement search for a CLA will be considered on a case by case basis.