

Loxley C of E Primary School EHCP Procedure for Parents

Step 1 (At least 2 terms)

- If necessary, the SENDCo will liaise with parents about making an EHCP referral. SENDAR require the school to complete two assess, plan, do and review cycles gathering evidence from the outside agencies such as SENDSupported, Speech & Language and the Educational Psychologist (EP).
- Professionals involved will assess and make recommendations to support your child in school in one term and review the impact in another term. They will always meet with you to discuss your child which informs their reports

Step 2 (In the 2nd term)

- The SENDCo will then ask you to complete the Family Conversation Record which is a form that enables you to give a holistic picture about your child from birth onwards and what you would like for your child in the future. Please contact the SENDCo if you need any help with this.

Step 3 (In the 2nd term)

- The SENDCO will gather reports from all the outside agencies involved with your child and complete the School Setting Information form which will paint a picture of your child's needs to SENDAR. You will be invited to meet with the SENDCo who will explain all the relevant paperwork and ask you to read and sign a declaration that you agree to this information being given to SENDAR.

Step 4 (At least 10 weeks)

- The SENDCo will submit all relevant paperwork and SENDAR will send acknowledgement of their receipt of the paperwork and we will need to wait 6 weeks for a decision to be made. Please see the Warwickshire SEND Guidance for more details and the authority's timescale.