

Weeks 1-6

Gateshead Council decides whether to carry out an assessment

During this time you will:

- be contacted by Gateshead Council to confirm that we've received the request for an education, health and care needs assessment for your child and to let you know what support is available, including information about the Local Offer and the assessment process

CHECKLIST:

If you want help through the process ask for an Independent Supporter

WHAT HAPPENS NEXT

A letter will be sent telling you whether an assessment will go ahead or not.

YES - a needs assessment will take place (see weeks 7-12)

NO – a needs assessment will not take place. If you disagree, talk to the case worker involved. Still unhappy? You can appeal to the SEN and Disability Tribunal, but you will need to speak to the SEN Mediation Service first. You may also want to speak to the SENCO at your child's school to check what support they can offer.

Weeks 7-12

Assessment gets underway with compilation of reports. During this time you will:

- be asked to attend any meetings arranged as part of the assessment (such as health appointments)
- be reminded to return the parent/carer's views form (if not already done so)
- be told the date of the action planning meeting by the school

CHECKLIST:

Please attend all meetings requested, if not, this could delay the process

WHAT HAPPENS NEXT

A decision will be made whether an EHC Plan will be provided:

YES – An EHC will be drafted (see weeks 13-16)

NO – you will be sent a letter telling you that an EHC Plan will not be provided. If you disagree talk to the SEND caseworker involved. Still unhappy? You can appeal to the SEN and Disability Tribunal

Weeks 13-16

An outline EHC Plan outline is completed and an Action Planning meeting is held

During this time you will:

- Be sent a copy of the outline EHC Plan. Please read this carefully before you attend the Action Planning Meeting

CHECKLIST:

The Action Planning meeting is your chance to get involved in ensuring the EHC Plan is right.

WHAT HAPPENS NEXT

The outline EHC is refined and any changes made following the Action Planning meeting, taking account of your comments and other feedback from practitioners and relevant agencies.

Weeks 17-20

Draft EHC Plan produced. During this time:

- You will be sent a draft EHC Plan following the Action Planning meeting
- This is your chance to make any final tweaks to the EHC Plan
- The EHC Plan will be finalised once you have checked it

CHECKLIST:

Remember that you can contact your SEN case-worker or Independent Supporter if you have any concerns about the draft EHC Plan.

WHAT HAPPENS NEXT

The final EHC Plan is now in place and will be put into action.

If you are unhappy with the EHC Plan you can appeal to the SEN & Disability Tribunal but in most cases you will need to speak to the SEN Mediation Service first.

The school will review the EHC Plan informally through the year and formally on an annual basis.

A-Z of contacts

Your key contact will be the Special Educational Needs and Disabilities Team at Gateshead Council.

Contact: 0191 433 3626 senteam@gateshead.gov.uk

Other useful contacts are given below listed in alphabetical order.

Autism Information Hub

Gateshead Central Library
0191 433 8420
www.gateshead.gov.uk/autism

Children with Disabilities Team (Social Care support)

0191 433 2653 (ask to speak to the duty social worker)

Children's and Young People's Service (CYPS)

For children/young people aged 0-18 years with mental health difficulties.
0191 246 6913
ntawnt.notcyps@nhs.net

Children's Social Care Referral and Assessment

0191 433 2653

Contact a Family

A national charity supporting families of disabled children

helpline@contact.org.uk
www.cafamily.org.uk

Early Help Family Support Service

0191 433 3319 or 0191 433 5019
earlyhelpservice@gateshead.gov.uk

Early Help IAG Service

Information and advice about post 16 options for learners with SEND
0191 433 2785
iag@gateshead.gov.uk

Early Years Assessment and Intervention Team (EYAIT)

Christina Birkinshaw
0191 433 8734
christinabirkinshaw@gateshead.gov.uk

Educational Psychology Service Dianne Groves/Tracey Cavanagh

0191 433 8551
diannegroves@gateshead.gov.uk
traceycavanagh@gateshead.gov.uk

Emotional Wellbeing Team

Improving the mental health and emotional wellbeing of children, young people and their families
0191 283 4560

Ethnic Minority and Travellers Achievement Services

Veena Soni
0191 433 8692
veenasoni@gateshead.gov.uk

Gateshead Carers

Provides confidential support, advice, training, and advocacy for carers
0191 490 0121
www.gatesheadcarers.com

Gateshead's SEND Information & Advice Support

Service at Barnardo's (SENDIASS)
0191 478 4667
DAISS@barnardos.org.uk

Local Offer

www.gateshead.gov.uk/localoffer
<https://www.facebook.com/gateshead.council.16>

Max cards and Leisure passes

Gillian Newman 0191 433 3843
gilliannewman@gateshead.gov.uk

Mediation

Chapel Mediation Service
01833 630309

Occupational Therapy,

Chowdene Children's Centre
Ivy Dunne
0191 433 5058
ivydunne@gateshead.gov.uk

Parents In Power (PIP)

Local parent carer forum that supports families
Pat Bolton
07392 142910
enquiries@parentsinpower.co.uk
www.parentsinpower.btck.co.uk

Physiotherapy

Queen Elizabeth Hospital
0191 445 3124

REALAC – Raising the Achievement of Looked After Children

Jill Oliver
0191 433 8522
realacadmin@gateshead.gov.uk

School Exclusions

Ian Stewart, Exclusion Officer
0191 433 8591

Special Educational Needs Improvement Team (SENIT)

Beverley Murphy
0191 433 8530
beverleymurphy@gateshead.gov.uk

Speech and Language Therapy

Department of Speech and Language Therapy
Bensham Hospital
0191 482 0000

Travelcare Team

0191 433 7474
travelcare@gateshead.gov.uk

Tribunal

First Tier Tribunal (SEND)
01325 289350
www.justice.gov.uk/tribunal/send