

Education, Health & Care Plan (EHCP) Process: Guidance for Families and Professionals

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 would like help through the process ask for an Independent Supporter.

What happens next?

A letter will be sent telling you whether needs assessment will take place (see weeks 7-12). If an assessment will not take place and 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 can also 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
- be reminded to return the parent/carer's views form (if not already done)
- 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 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 meeting is your chance to make sure 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
- given your chance to make any final tweaks to the EHC Plan

The EHC Plan will be finalised once you have checked it.

Checklist

You can contact your SEN caseworker or Independent Supporter if you have any concerns about the 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.

Timescales are approximate and exclude school holiday periods.

For information, advice and support go to: www.gateshead-localoffer.org

A-Z of contacts

Your key contact will be the Special Educational Needs and Disabilities Team at Gateshead Council. Tel: 0191 433 3626 Email: 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-localoffer.org

Children with Disabilities Team

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.
Tel: 0303 123 11 47
Email: ntawnt.notcyps@nhs.net

Children's Social Care Referral & Assessment

0191 433 2653

Children's Speech & Language Therapy (CSLT)

2nd Floor, Bensham Hospital, Saltwell Road, Bensham, Gateshead NE8 4YL
Tel (0191) 445 6667

Early Help Family Support Service

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

Early Years Assessment & Intervention

Christina Birkinshaw: 0191 433 8734
preschoolEHCreferalpanel@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 (EMTAS)

Jenny Edwards: 07795 333 780
jennyedwards@gateshead.gov.uk

Gateshead Carers

Confidential support, advice, training and advocacy
0191 490 0121
www.gatesheadcarers.com

Gateshead Parent and Carer Forum

Group of parents and carers of disabled children.
www.gatesheadparentcarerforum.co.uk

Gateshead's SEND Information & Advice

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

Growing Healthy Service (0-19)

An integrated service for families, expectant mothers, children and young people.
03000 031 918
Spoc.hdftgateshead@nhs.net
www.hdft.nhs.uk

IAG Service

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

Kooth

Your online mental wellbeing community.
07534 024 648
mconnelly@kooth.com
www.kooth.com

Local Offer

www.gateshead-localoffer.org
www.facebook.com/gateshead.council.16

Max Cards and Leisure Passes

Discounts for fostered and disabled children www.mymaxcard.co.uk

Mediation

Chapel Mediation Service
01833 630309

Occupational Therapy

Chowdene Children's Centre
0191 433 5058

Paediatric Services (QE Hospital)

0191 4452192
Queen Elizabeth Hospital, Sheriff Hill, Gateshead NE9 6SX

Physiotherapy

Queen Elizabeth Hospital
0191 445 3124

Raising the Achievement of Looked After Children (REALAC)

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

RISE mental health support

RISEnortheast@childrensociety.org.uk

School Exclusions

Ian Stewart, Exclusion Officer
0191 433 8591

Special Educational Needs Improvement Team (SENIT)

Beverly Murphy: 0191 433 8530
beverlymurphy@gateshead.gov.uk

Travelcare Team

0191 433 7474
travelcare@gateshead.gov.uk

Tribunal

First Tier Tribunal (SEND)
01325 289 350
www.justice.gov.uk/tribunal/send