

Request

Needs assessment request meeting. Parents/carers, the educational setting and other relevant professionals meet to complete the needs assessment form together. There will be evidenced cycles of the graduated approach to show that relevant and purposeful action to identify, assess and meet the special educational needs of the child or young person has been made, including involving appropriate professionals.

Checklist

Ensure all relevant information is included in the referral.

What happens next?

The needs assessment request will be submitted to Gateshead SEND Team and you will be assigned, and contact by, a SEND caseworker based on the education setting.

Weeks 1-6

Gateshead Council SEND Panel decides whether to carry out an assessment.

During this time, you will be contacted by the SEND Team at 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 SEND caseworker involved. Following this you can arrange to meet with a Senior Officer to discuss the reasons for the refusal further.

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

The SEND Panel decide whether an EHC Plan will be issued.

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)

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 plan 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

A draft EHC Plan is produced. During this time you will be:

- sent a copy of the draft EHC Plan.
- given 15 days to make any comments or changes and express a preference for the school or type of school you want named on the EHCP

Checklist

This is your chance to make sure the EHC Plan is right.

What happens next?

The draft EHC is **refined** and any changes made, taking account of your comments and other feedback from practitioners and relevant agencies. Schools that you have requested will be consulted and will have 15 days to respond.

Weeks 17-20

Final EHC Plan produced.

During this time you will be:

- sent a final EHC Plan
- informed of your right to appeal should you be unhappy

Checklist

You can contact your SEND 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. If issues arise before an Annual Review, then an early or emergency review of the EHCP can be requested.

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

gatesheadautismhubs@daisychainproject.co.uk
www.gateshead-localoffer.org

Disabled Children's 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.

0303 123 11 47
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

0191 445 6667

Early Help Family Support Service

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

Educational Psychology Service

0191 433 85501
enquiriesps@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)

emtas@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
www.facebook.com/PCFGateshead/

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.hdf@gateshead.nhs.net
www.hdf.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 445 2192
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@childrenssociety.org.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
www.gateshead-localoffer.org/special-educational-needs-improvement-team/

Travelcare Team

0191 433 7484
travelcare@gateshead.gov.uk

Tribunal

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

Virtual School for Looked After Children

0191 433 8732
virtualschooladmin@gateshead.gov.uk