

EHCP Reviews

- EHCP reviews take place every 6 months (for a child in EYFS) and every 12 months (for children in KS1 and KS2).
- The purpose of the review is to monitor the progress that the child is making from their original starting point; looking at what is working well and what else is needed to further support the child.
- If your child is in Year 6, the annual review must take place before the 31st October to allow the SEND Team enough time for them to complete the review for secondary school.
- An early review can take place if there has been a significant change in presenting behaviours that are no longer being supported by the given provision.
- A SEN Caseworker will attend reviews where needed but they will focus on the phase reviews (Year 6 to Year 7).

Working Together as a Partnership

It is really important for us as a school that both staff and parents work together to ensure that they are getting the correct level of support as well as sharing both successes and areas for development for all children. We aim to do this in the following ways:

- Termly SEND review meetings, held after school to discuss the progress of your child and next steps.
- Regularly reviewed support plans (either half termly or termly based on your child's needs).
- Open-door policy for parents - we welcome conversations / questions any time you have them: contact us on Facebook, the SEND email or arrange a time with the school office for a call back.
- We always include child and parent voice in all decisions and discussions.

Who's Who in SEND Support?

Lindsay Roberston - Headteacher

Warren Dawson – Deputy Head & SENDCo (KS2)

Emily Mason – SENDCo (EYFS & KS1)

Claire Lonsdale – Inclusion Lead

Contact: 0191 5491509

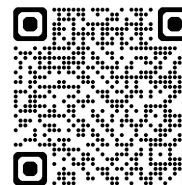
Email: send@wwprimary.org.uk

What If I Have Concerns?

- Speak to your child's class teacher in the first instance.
- Contact either of the two SENDCos via the email address or the phone number listed above.
- If the matter remains unresolved, you can arrange a meeting with the Headteacher to further discuss the concern.
- Further concerns can be raised with the governor responsible for SEND.

Where Else Can I Receive Support?

- Sunderland SENDIASS is a free, statutory service which offers information, advice and support for Parents and Carers of children and young people with SEND, from birth to 25.
- <https://sunderlandsendiass.co.uk/>
- 0191 537 5764



Willow Wood Primary School: Your Guide to the EHCP Process



What is an EHCP?

An Education, Health and Care Plan (EHCP) is a legal document for children and young people aged 0–25 who need extra support beyond what is normally available in school (known as Quality First Teaching). It outlines your child's needs and the support they require to thrive in education, health, and social care.

Why are the SEND Ranges important?

In 2019, Together for Children introduced SEND Ranges to identify challenges faced by children with SEND, outline appropriate support, and guide assessment and monitoring. These descriptors align with the four areas of the SEND Code of Practice and follow the graduated approach: assess, plan, do, review. Staff at Willow Wood Community Primary School received training on these Ranges and monitor these across the team to ensure consistent practice. The school uses seven levels within the Ranges to provide tailored support and interventions for all children on the SEND register.

For referrals to external agencies, such as Autism Outreach and Language and Learning Partnership, there is a requirement for the child to be presenting with behaviours and difficulties in Range 3 or above.

In order for schools to refer for an EHCP, the child has to be presenting with behaviours and difficulties in Range 4 or above. Scan the QR code to find the Ranges.



The EHCP Journey – Step by Step

1. Referral (Weeks 1-6)

- A formal request is made to the SEN Team by either the school or a parent.
- If a school completes the referral, a Needs Assessment Meeting will take place and there is 4 weeks for the school to submit the paperwork.
- A decision is required from the SEN Team within 6 weeks.

3. Assessment (Weeks 7–12)

If the SEN Team decides to progress with the EHCP application:

- Professionals (e.g. educational psychologists, therapists) provide written advice.
- A Case Worker is appointed.
- Discussions about parental preference for school provision will be had to determine the best setting for the child and their needs.

4. Drafting the Plan (Weeks 13–15)

- A draft EHCP is created and shared with parents and school.
- Parents review and provide feedback within 15 days.
- School will also review the plan to ensure that we can meet the provision outlined, as well as the funding allocated, which we will then feedback to the SEN Team.

5. Finalising the Plan (Weeks 16–22)

- The final EHCP is issued and shared with parents and schools.

If the SEN Team decides not to progress with your EHCP then you have the right to appeal. If you decide to appeal, you must ensure that you follow the advice given on the letter you receive; this will inform you of timescales that need to be followed as well which agencies need to be involved. The first stage is mediation, completed by Barnardo's, where a representative of the SEN Team will outline the reasons for the EHCP being declined before then talking to parents, school and other agencies to identify whether there is enough evidence to overturn the decision to decline. If it is overturned, there will be additional evidence requested to complete the assessment; if the decision remains the same then parents have the right to escalate the appeal further.

What Support Might My Child Receive as Part of their EHCP?

The support a child with an EHCP will vary for each individual due to their needs being specific to them. However, below is a list of different ways that children with an EHCP can be supported at Willow Wood Primary School:

- Small group or 1:1 interventions
- Speech and language therapy
- Emotional well-being support
- Modified curriculum and resources
- Access to external specialists (e.g. Autism Outreach, CAMHS)