**EDUCATION, HEALTH AND CARE (EHC) NEEDS PLANNING MEETING**

**GUIDANCE**

Key workers and others involved with a child or young person are encouraged to use a person-centred approach throughout the graduated response to special educational needs, with regular consideration of:

* The qualities of the child or young person that are liked and admired
* What is important to the child or young person and why
* What help and support are important for the child or young person

Professionals are encouraged to ensure that their reports make reference to the above and identify for the child or young person their strengths, needs, desired outcomes, the support required to reach the outcomes and how the support and progress will be monitored. It is helpful if reports can be circulated prior to this meeting.

An EHC Needs Request Meeting is part of the graduated response (assess, plan, do, review) to SEN. A Key Worker, such as a SENDCO, will call an EHC Needs Request Meeting when there is evidence that, despite appropriate support identified in the SEND Ranges, including multi-agency involvement, a child or young person may require an Education, Health and Care Needs Assessment to determine whether provision is required through an Education, Health and Care Plan.

The Key Worker will generally facilitate the meeting, ensuring that everyone, especially the child or young person and the parents or carers, has an opportunity to have their say. It is helpful if another person acts as scribe and if recording can be made visible to the group, such as by using a flipchart, screen or projector.

Agenda: the facilitator

* Welcomes everyone and makes introductions, ensuring everyone is comfortable and explaining the purpose and structure of the meeting
* Checks whether anyone has any questions about the reports, then asks the following person-centred questions
* What do we like and admire about..? What are his/her strengths?
* What is important to .. and why? (Now and in the future)
* What is working well for…?
* What is not working well for …?
	+ What help and support are important for..?
* What are the next actions for…? (Including agreeing dates for further assessments)
* Following this discussion information from the above should be transferred to the advice proforma for Section A.
* Discussion should take place from the meeting, taking into account professional reports available what are the identified special educational needs in relation to the four areas of the Code of Practice and including Preparation for Adulthood. What tasks/skills/areas of development the child or young person is not able to do that will be required to achieve in the future? Following this discussion, the information should be transferred to Section B of the advice proforma.
* Taking into account the special educational needs that have been identified in Section B, long term outcomes should be agreed to cover all areas of needs of need identified – one outcome may cover more than one identified need. Following this information should be transferred to Section E of the advice givers form.

If the decision is to refer the child or young person for an Education, Health and Care Needs Assessment, the referral form should be completed alongside this information, with:

* Signatures of parent/carer/young person or anyone who holds parental responsibility and the Head Teacher/Principal of the setting making the request,
* An indication of which reports can be submitted as formal Advice, for example where assessments are complete, however consideration will need to be given to whether these meet statutory requirements i.e. quantification and specification of special educational provision required and who will provide this
* Dates for further assessments where these are required.

If Together for Children agree to carry out an Education, Health and Care needs assessment the information provided in Section A, B and E will be shared with all advice givers and form part of the overall assessment. Therefore, unless it is identified needs have change this information will not be requested again from those requested to give advice.

The key person should thank everyone for the contribution to this process.

It will be an expectation that a request should be made to Together for Children within one month of this meeting being held.