

AMENDING AN EDUCATION, HEALTH AND CARE PLAN

Amending - when and why?

- An amendment to an existing Education, Health and Care (EHC) Plan should usually occur after an annual review when there are significant changes identified to the current EHC Plan.
- Education, Health and Care Plans will always be amended in preparation for a child/ young person moving onto their next phase of education (e.g. infant to junior, junior/primary to secondary), subject to the EHC Plan remaining appropriate, which should be discussed at the annual review meeting.
- The EHC Plan may be amended at other times, e.g. following a change of address or school, or where there are changes in health or social care provision resulting from minor or specific changes in the child or young person's circumstances.
- The Code of Practice states that EHC Plans are not expected to be amended on a very frequent basis.

Notice of Proposed Changes to the EHC Plan

- Once it is agreed that the Local Authority will amend the EHC Plan, the SEN team will send a 'Notice of Proposed Changes to the Education, Health, and Care Plan' document.
- This document will be based on the current EHC Plan and highlight the changes by **striking through** any deletions and putting into **bold** any additions.
- A copy of the original / current EHC Plan will have also been sent to you for your information.

What do you need to do now?

- You now have 15 days to return the enclosed reply slip to indicate if:
 - You are happy with the proposed changes
 - You would like to make any written comments / changes to the proposed changes
 - You would like to meet with a member of the SEN team to discuss the proposed changes.

- This is also your opportunity to confirm your preference for school placement, which may be continuing in their current placement.
- If you require support understanding the proposed changes or with completing the reply slip, the Portsmouth SEND Information, Advice and Support Service will be able to help with this.

Visiting schools / education placements

- It is strongly recommended that you visit any new school / education placements before you express your preference. It is suggested that you speak with the Special Needs Co-ordinator (or the person who performs that role) of that establishment to discuss your child / young person's needs and ideally take a copy of the draft EHC Plan with you.
- The Portsmouth SEND Information, Advice and Support Service may be able to support you with visits to schools.

What the SEN Team are doing now?

- The SEN team will have referred the 'Notice of changes to the EHC Plan' and any up-to-date reports to identified educational placements. This should be, in most cases, your child/ young person's current educational placement (nursery/ pre-school, school or college).
- If the SEN team are already aware of your preference then we will also refer papers to that placement.
- If your child / young person is due to transfer to another placement at the end of the academic year (e.g. starting school, Year 2 or Year 6), then the EHC Plan will be referred to the designated (catchment) school for your home address (as well as any preferred placement, if known).
- Once the SEN team have received your reply slip indicating education placement then, if the EHC Plan has not already been referred, a referral will be made to that placement.
- Educational placements have 15 days to respond to referrals to indicate if they feel they can or cannot meet the needs identified and make the provision specified within the EHC Plan.

What will happen next?

- If you have requested changes to the EHC Plan, these will be considered by a senior



member of the SEN team. We will discuss with you if there any issues with making the requested changes.

- A member of the SEN team will attend a meeting with you, if requested, to discuss any issues regarding the proposed changes to the EHC Plan or placement.
- The SEN team will work closely with any school or educational placement not able to meet a child/ young person's needs to resolve any issues regarding placement.
- It may be necessary for the SEN team to present your child / young person's case to the Inclusion Support Panel (ISP) to ask advice about school placement, especially if a special school or Inclusion Centre has been requested.
- Once an appropriate school / educational placement has been agreed and any changes to the EHC Plan discussed and agreed changes made, the EHC Plan will be finalised and a copy of the Final Amended EHC Plan will be sent to you, school / educational placement and the other professionals who contributed to the EHC Plan.
- The final Amended EHC Plan should be received within 8 weeks of receiving the 'Notice of Proposed Changes to the Education, Health, and Care Plan' document. You will be informed if there is a delay to this timescale.
- When the Amended EHC Plan is finalised, this will open up your right to appeal about particular sections of the plan. This will be explained in more detail at that stage.

Useful contacts:

- Council for Disabled Children: www.councilfordisabledchildren.org.uk
- Portsmouth SEND Information, Advice and Support - free, independent and impartial support for parents, carers and young people: www.portsmouthsendiass.info
- Portsmouth Local Offer: www.portsmouthlocaloffer.org.uk
- Portsmouth City Council - Inclusion Service, SEN Team: 02392 841238.

