



Cheshire West
and Chester

Post 16

Statutory processes

What we have to do

Before each term

Contact each setting with the Review that are expected to take place that term

Within 4 weeks of the Review

Issue a decision as to whether the Plan will be maintained, amended or ceased

Within 12 weeks of the Review

Issue a Final Plan and rights of appeal for parents to do so if they wish

If a move is on the cards

Review and amend by 31st March or at least 5 months before the transition....(!?)

If we are ceasing the Plan

Give notice by 31st March or at least 5 months before the end of the academic year...(!?)

Statutory processes

How we do it

Within **4** weeks

Entry point

Paperwork in to SEN Team Inbox and allocated to a Monday Case Management meeting by BSO

Decision and Allocation

Consideration of information in Review paperwork to determine whether the EHCP is still required.

- Are they progressing?
- What are their next steps? Is it clear?
- Do they require special educational provision
- Is the banding level still appropriate

Within **8** weeks

Amendments

Allocated to Helen, Clare or I for amendments, using the paperwork or uploaded if we attended and annotated

Health and Social Care input requested too

Issuing the Proposed Amended Plan

Manager sign off and passed to BSO for issue

15 days for representation from parents and you

Within **12** weeks

Issuing the Final Plan

BSO monitors the timescales and issues the Final Plan. Either naming new setting or current setting.

Young Person's views and Parent / Carer views

- Gathering information from parents and young people
- You have your CCSW form for young people.
- Not always consistent in gathering the young person's voice or the families
- Important of aspiration

A young boy with short dark hair, wearing a light blue t-shirt, white cargo shorts, white socks, and grey sneakers, is smiling and holding a large white rectangular sign. The sign has the text 'Section A' written on it in a large, black, sans-serif font. The background behind him is a solid purple color.

Section A

Aspiration

- Section B
- Linking aspirations to outcomes.
- Making Outcomes meaningful.
- Writing an outcome



Links to help with practice



SEND code of Practice

[SEND code of practice: 0 to 25 years - GOV.UK
\(www.gov.uk\)](https://www.gov.uk)

Council for Disabled Children: resources

[Resources and Help | Council For Disabled Children](#)

IASS: what makes a good EHCP

[What-makes-a-good-EHC-Plan-March-2016-final.pdf
\(sendiassglos.org.uk\)](https://sendiassglos.org.uk)

New Ways of Working: Resources

[Resources – West Cheshire Children's Trust](#)

Local Offer

[Special Educational Needs and Disability \(SEND\)
Local Offer | Live Well Cheshire West
\(cheshirewestandchester.gov.uk\)](#)

Thank you

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