

EHCP Process

Time line

Student has an **Annual Review (AR)**, Their **Moving Into Adulthood plan (MIA)** is updated and it should be clear what they want their next step to be – **post 16 placement/s is/are named on the plan**

For Year 11 students the AR report and paperwork is sent to Family Services (FS) by December

Amendments are made and a **Draft Amended EHCP** is issued. This is sent to the family and a consult is issued to Post 16 provider. Once confirmation is received that the needs/provision can be met then a **Final Amended EHCP** is issued naming the Post 16 setting for the following September. This is completed by 31st March each year. Any queries concerns are communicated to the family by FS

Ideally:

Placement arrange support for the YP needs and special transition arrangements are put in place, if appropriate . Transport/Travel Training needs to be requested early. YP can apply for a bursary to support with any costs



Important Action points

Flag up your top5/top 10 at risk of NEET with your link YPW at termly meetings. Speak to your SENCO.... Early referral? NB consider poor to non engagers

Applications have been made to post 16 providers/visits made/planned etc

Confirm YP/family have made application to Suffolk on Board where needed – especially if a taxi is needed

Is transition support needed? Who will provide this? The college?

Activity Survey follow ups for those most at risk....

Questions

To ask yourself:

- What support might a YP with an EHCP need for transition?
- Are there students who are on roll with an EHCP but not attending?
- Does the YP require support that is highly differentiated?
- Are any other professionals involved who need to contribute? e.g Health and/ or Social Care
- How much help/involvement is the student getting from home?

What happens if

- Placement cannot meet need?
- Student changes their mind re placement and FS have not been notified so EHCP has not been updated
- The student does not want to continue in education

Importance of

- Stabilising mental health +finding other ways to engage if YP is not ready for EET

- ▶ YP does not start Year 12 or drops out in autumn term – **Activity Survey**
- ▶ NEET prevention by having an early AR once arrived and if struggling
- ▶ Referrals to link YPW or via PTT once in Year 12

An EHCP is a legal document and requires evidence of need

Start early if YP has complex needs

Re-engagement Provision cannot be named in an EHCP

Refer to a YPW where there is a high risk of NEET

Post 16
If the YP struggles the Post 16 Provider can arrange for an AR to take place in the Autumn term

Young person and family's voice is key

Key

- **AR** – Annual Review
- **MiA** – Moving into Adulthood paperwork
- **FS** – Family Services
- **EHT** – Early Help Team
- **YPW** – Young Persons Worker
- **YP** – Young person
- **(N)EET** –(Not in) Education, Employment, Training

- Once YP is NEET**
- Mental Health often needs to be stabilised before a YP can move towards EET
 - Re-engagement Provision like Minding the Gap/Princes Trust
 - FS can hold an AR for a YP that is NEET