



In this Edition— School transitions, Part-time timetables, Illegal exclusions, Norfolk Steps, EHCP annual review, Making changes to an EHCP, IS update

Is your child moving from nursery to primary school, infant to junior or primary to secondary school in September 2019? Do they have an Education, Health and Care Plan (EHCP)?

If so, by 15th February you should receive a letter called a 'final amendment notice' from the Local Authority naming the new school. If you are not happy with the school named on the final amendment notice you have the right to appeal. You can appeal the placement and/or the wording in the EHCP regarding their needs (section B) and/or provision (section F.) When you receive the amendment notice you should also receive a copy of the EHCP. If you do not receive this, then you can request a copy from your Education Health and Care Plan (EHCP) co-ordinator.

Remember the EHCP should be specific (clear) and quantified (how much /type of support your child will have). If you are unhappy with the EHCP, speak with your EHCP Co-ordinator to talk over the changes you would like to make, as you may find they agree with your changes.

If you are still in disagreement, then you can appeal to the SEND Tribunal. If you have an EHCP and you are appealing sections B (educational needs), F (educational provision) as well as section I (placement) then you will have to consider mediation first before you appeal. You will then be issued with a mediation certificate. You then must lodge your appeal within two months of the amendment notice or one month from the date of the mediation certificate, whichever is the later date.

A young person moving to further education should receive their amendment notice by 31st March and again they would have the right to appeal if they are not happy with their EHCP/placement as above.



CALL OUR ADVICE LINE 01603 704070 MONDAY TO FRIDAY 9.00 TO 5.00

Part time timetables at school

All children have a right to a full-time education from schools, regardless of their circumstances. This must be suitable to their age, ability, aptitude and SEN. It is unlawful for a school to impose a part time or reduced timetable on a child unless they have been unwell and need gradual re-integration. Good practise states there must be consent from the parents with a clear understanding of what they are agreeing to and a formal written agreement between school, parents and any professionals working with the family.



Threat of exclusion must never be used to force a family into agreeing.

In some cases, not attending full time may be used, although this is not mentioned in statutory guidance, this might be because of:

- A considerable period has been spent out of school and used as part of **reintegration**
- Ill health (including mental health)
- Significantly challenging behaviour and at risk of exclusion, where all other methods of managing the pupil have been tried and exhausted, **while alternative arrangements** are being made or to coordinate with therapeutic interventions.

But, this must be a short-term measure towards full time hours, six weeks is generally seen as a reasonable period. Reviews should be held, ideally every two weeks, when hours are increased, or alternative provision is found.

Part time schooling must not become a permanent agreement. Strategies and support must be used to help make long term improvements for the child at the end of the 6 weeks.

If you have concerns please speak to the school, you can also contact us.

Illegal Exclusions in schools

An exclusion is illegal when:

- A child or young person is sent home for all or part of the day without a letter
- A pupil is excluded because school cannot meet their SEN or disability
- A school calls the parent and asks unofficially, for the child to be collected
- The teaching assistant is not at school
- A part time table has not been agreed
- Asking you to keep them at home because of an OFSTED visit, a school trip or activity they are not taking part in

There is no such thing as an unofficial or informal exclusion.

For more information read and download our Exclusion booklet from the website.





Norfolk Steps is something you may have heard about if your child is in education, so we thought it might be helpful for you to know a little more about it.

Norfolk Steps is a training programme that schools and other settings can buy in from Educator Solutions (which is a part of Norfolk County Council) to help promote positive behaviour.

Step On is the training that most schools have – it's designed for any adults working with children, and we really encourage it as whole school training.

The main aims of the training are:

- Ensuring that adults are being as consistent as they possibly can be when managing behaviour
- Planning to manage behaviour when it is going well and when it becomes difficult
- Thinking about why some children's behaviour may be more challenging
- Considering how adults' body language can have an impact on how children feel
- The use of positive touch and guiding away if necessary
- How the language that adults use can affect the way that children feel and behave
- The importance of lowering children's anxiety whenever possible

In addition, some settings also have Step Up training. This is to help manage dangerous and harmful behaviours that some children may exhibit. This training looks at the planning around individual children and the restrictive physical interventions which may be necessary to manage the harm coming from their behaviour. This is only available to staff who have attended Step On training and where there is an actual need. In mainstream schools there may only be a small number of staff who are trained, in special schools you will probably find that most of the staff have had this training.

Unfortunately Step On training is no longer commissioned for parents by any Norfolk County Council departments due to funding restrictions. Some schools have been able to use part of their budget to commission the training for groups of parents, as have some charities, but it is currently very difficult to make this training more widely available.

Most of the special schools in Norfolk have their own Norfolk Steps tutors, and although they are unable to train parents, they will be happy to talk to you about how it works in school.

What to do after an Education Health & Care Plan (EHCP) annual review meeting

No later than **two weeks** after the review meeting the educational institution must send the review paperwork to the Local Authority (LA) including all the advice gathered and the recommendations including any differences between their views and others, e.g. parents or young people.

Within **four weeks** of the review meeting the LA must write to parents, young people and the school or other institution to tell them what they intend to do:

- Keep the Plan as it is
- Amend
- Cease (end)

If the decision is to keep the plan as it is or to cease it the LA must tell the parent or young person they have a right to appeal the decision, the time limits to appeal and the need to consider mediation if they wish to appeal. If the decision is appealed to the SENDIS Tribunal the LA must continue the Plan until the decision of the tribunal is shared.

If the LA are to amend the Plan they should start the process **without delay**.



Making changes to an EHCP

Once the LA have made the changes they **must** send a copy of the existing unchanged Plan. They must also send a notice with the proposed amendments to the Plan, (an amendment notice) and the evidence to support the changes.

The parent or young person **must** be given 15 calendar days to comment and the opportunity to meet with the LA to discuss these changes.

The LA has 8 weeks from the amendment notice to finalise the Plan with changes or decide not to go ahead, it is then sent to the parent/young person, school and CCG (health).

For children and young people not at school or an educational institution the process is very similar, but the LA will keep the responsibility to review the Plan.

From year 9 onwards the review **must** focus on preparation for adulthood.

Norfolk SEND Partnership UPDATE

We are running a Tribunal Workshop. To book your place visit

<https://tribunalworkshop2019.eventbrite.co.uk> or contact us.



TRIBUNAL Workshop

Special Educational Needs & Disabilities

For parents wishing to appeal their final Education Health & Care Plan

WHERE

The Woodside Hub, Witard Road, Norwich, NR7 9XD

WHEN

20th March 2019
9.30 am – 12.30 pm

COST - FREE

Tea & Coffee available

GUIDANCE WITH

- Mediation
- Appeal Forms
- Preparing your case for appeal
- Appeal timetable
- Evidence needed

There will be some individual time slots available for individual support from 1pm after the workshop. These must be booked in advance by calling 01603 704070

TO BOOK - <https://tribunalworkshop2019.eventbrite.co.uk>

For more information call 01603 704070 or email sendpartnership.iass@norfolk.gov.uk

www.norfolksendpartnershipiass.org.uk



Independent Supporter (IS) update



Since May of this year I have been in the role of Independent Supporter (IS) at Norfolk SEND Partnership. Nationally, this role finished on July 31st 2018 but thanks to un-spent funding we were able to continue this role until March 31st 2019. Unfortunately, the end date of the role is fast approaching which means that Norfolk SEND Partnership will no longer have a dedicated IS.

Over the course of the last 10 months I have supported 31 families across Norfolk with the EHCP process, it has not been easy, but it has been thoroughly rewarding. Many of the families I have supported have felt that having an IS has helped them through the EHCP maze:

"you have been consistent and so helpful and knowledgeable. I know so many parents who would benefit from your support, it's been invaluable to us."

Our helpline, will of course, be there to support parents/carers and young people with the EHCP process. I will be transferring back in to my original role of Helpline Advisor from the 1st April, ready to help and support parents, carers and young people.

Please let us know if you would like large print copies

This newsletter can be translated on our website. If you would like a hard copy in another language please contact us.



Contact Us

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Norfolk SEND Partnership is an 'arms length service' funded by Norfolk County Council, working with the voluntary sector and other professionals to support young people and parents/carers of children with special educational needs and disabilities.



Norfolk County Council