SEND – GUIDE (SCHOOLS)

REQUESTING FOR A CHILD TO BE ASSESSED FOR AN EHCP

Contents

Start EHCP Form (FORM K)

Important: You <u>must</u> check key information on the child/young person's demographic record, as this pulls into your EHCP Request form.

If their basic demographic details are incorrect then <u>you</u> must amend this. Except, if any of the following symbols are open (i.e. not crossed out). If so, inform their Social Worker, Early Help Co-ordinator or Family First Officer, as <u>they</u> are responsible for keeping the record up to date.

Level 2 Early Help	Level 3 Family First	Child in Need	Child Protection	Child Looked After	Child in Need – short breaks
L2EH	L3FF	CIN	CP	CLA	CIN SB

Only once you're happy that you have **updated all the required information in the demographic record**, should you **start the EHCP Request Form (Form K)**.

To do this:

Click on the Personal section of the demographic record (Personal tab)

Under **Actions** (right hand side), click on the link to **'Create a new EHCP Request'.**

Click ok to the following message.
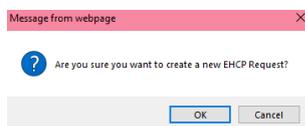
IMPORTANT: click the green 'Pickup' button
If you do not do this, you will not be able to edit the EHCP Request form.

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To open the form, click on the **EHCP Request** link (which will have now turned bold)

Click on the **'start blank'** button.

Note: if **re-submitting a request**, you'll be able to tick the previous answers from the EHCP Request, however instead of 'Start Blank', you'll select the 'Copy Forward Selected' button instead (not shown on this diagram).

Completing the request form
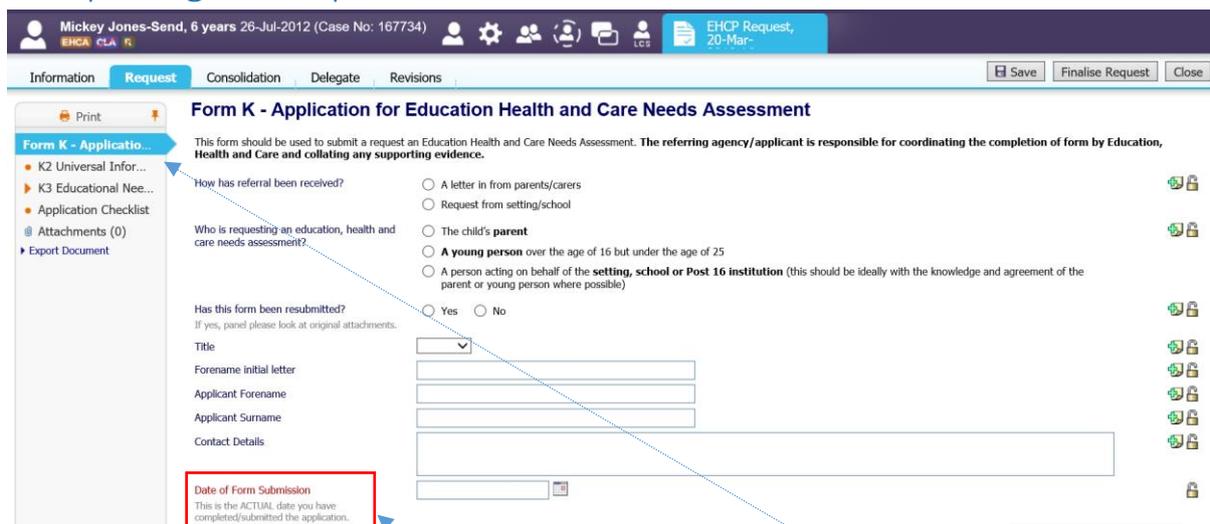
You navigate through the different pages by clicking on the left hand side

Part of page one is displayed in the above diagram.

Important: answer each question and <u>save</u> your form regularly.

The save button is located at the top right of the page

VERY IMPORTANT: The **Date of Submission** field is a mandatory field. You should leave this BLANK until the day you are ready to submit your Request form.

If you forget to complete this, the system will prompt you to enter the date submitted before it allows you to 'finalise' your form.

The 'Form Completed' date should be the same as the 'Date of Submission'.

Ensure you select 'EHCP' as the selected outcome

You must complete the 'Reasons for...' field

Remember, you MUST attach parental consent to the Attachments area (see the section on 'attachments' for how to do this)

K2 – Universal Information

You will find all the information you have populated from the child's demographic record under **K2 – Universal Information**.

It is important you check this information is correct.

If it isn't, ensure you save your form first before navigating back to the record, which you can do by clicking on the child's name at the top and update the necessary information in the record and this will update your form.

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You will see the Education Placement information pull in from your Key Agencies/Education tab. If this is blank, please ensure you follow the steps for **'adding your school as a Key Agency/adding a new school record' (**referenced in the SEND – Generic Information guide).

Under **parent/carer details** (highlighted), you should see the person with 'parental responsibility' here. Please check their details are correct, if not, please update the parental record and ensure the 'PR' box is ticked, via the relationships tab from the child's demographic record.

You may need to click the refresh button [image] for any changes to pull through.

If there is more than one person who has parental responsibility and their details are not showing, you should ideally update the child's demographic record under the 'relationships' tab to pull their details through.

Alternatively you can add another row by clicking on the green 'plus' symbol to add an additional person with parental responsibility. If you need to remove the row you've added, please click the red 'x' symbol. [image]

Professional Involvement – this pulls in the key agencies you have recorded within the child's demographic record.

There is a link to add more key agencies should you need to (highlighted below).

Note: if you cannot find the organisation or person you're searching for, you need to log a helpdesk call with Knowsley's Information Technology Service as indicated in your email from Debbie Jones when you were issued your log on instructions. A reminder of this is contained within the 'SEND – Generic Information guide'.

TO CONTINUE WORKING ON YOUR REQUEST FORM…

When you log out and back in to continue your form. Click the **Home** menu and your **Task Tray** to see the name of the child and the link to the EHCP Request form. **Clicking on the child's name takes you to the demographics, clicking on the task 'Progress to EHCP Request' will take you back into your form**.

| 17-Apr-2019 | EHCA | Jones-Send, Mickey (6 years) [Case No: 167734] | Progress to EHCP Request |

K3 Educational Needs

This section contains the key Educational Needs questions you must answer which will form the basis of your EHCP Request. This, along with your evidence is looked at by the 'Decision to Assess' panel, who will inform you of whether your request has been successful or not.

Note: the fields for each question expand out and you can put as much information in as necessary. You can also copy and paste text into these field from other electronic documents.

Reminder: do not forget to save your form regularly, especially when entering large amounts of information.

Reminder: the Headteacher/Principal's and SENCO's signature needs to be included in the 'Attachments' area as part of your evidence.

K3.1 Education Provision Grid

There is an Education Provision Grid for you to record into under section K3.1.

K3.2 Eligibility Criteria

You must use the 'Eligibility Criteria checklist/evidence required' to ensure that the 'Decision to Assess' panel is provided with all the information they require to make a decision on whether your application meets the Government's legislation. This will determine whether your request can be considered for a child to be assessed for an Education Health and Care Plan or not.

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Application Checklist

This section gives a wider guide as to the other areas that need to be completed when submitting your 'EHCP Request form' (Form K). This includes K4 Health Needs and K5 Care Needs, which you were provided to you via email by Debbie Jones.

Attachments

The 'Attachments' section is where you electronically attach all the required **evidence**, as discussed in your training.

To do this:

Click on the Attachments section

Click on 'Add Attachment' (highlighted)

Select 'Upload' as the 'Category'

Select 'Upload' as the 'Type'

Select the 'Date' to reflect the date of the document - *If unsure, just select today's date*

In the notes field, clearly state what it is you are attaching as this helps to advise the 'Decision to Assess' panel (see example)

Click the 'Next' button as highlighted

Click the 'Browse' button to search for the file(s) on your computer.

Note: the current maximum file upload limit is currently set to 5Mb. In the next EHM upgrade, this limit will increase to 97Mb!
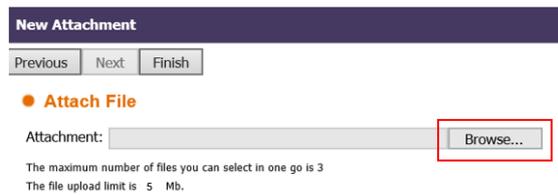
Select the file(s) from your computer and click the 'open' button
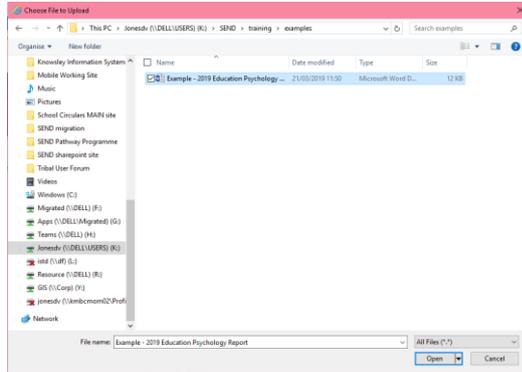
The file name is displayed

Check you've selected the correct one!

Click the 'Finish' button
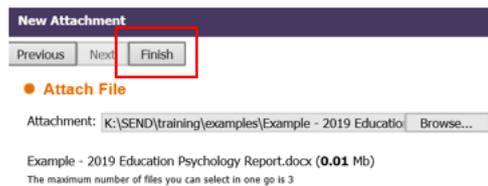
Your files will be displayed on the attachments page

Repeat the above steps to attach all your evidence

You can attach up to 3 files in one go

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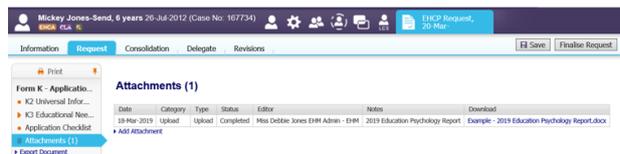
Submitting your EHCP request form

Once you are happy that your form is complete with all attached evidence, click the **'Finalise Request'** button.

You will see that the 'Request' stage is greyed out and the form will show as 'complete' and will no longer be a task in your Home menu / Task Tray.

The SEND Team will automatically receive a notification to say the request has been submitted.
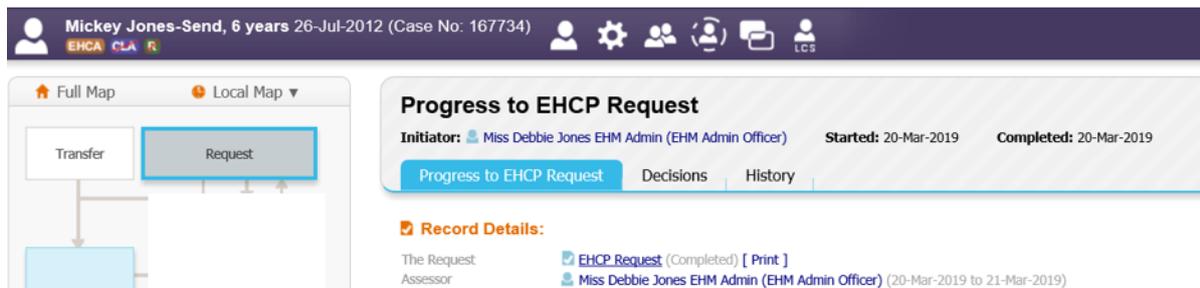
You will be contacted when a decision has been made whether the child will be assessed for an Education Health and Care Plan at the next available 'Decision to Assess' panel.