

SEND Placement and Provision Panel

Terms of reference

Purpose

The purpose of the SEND Placement and Provision Panel is to ensure there is transparent, consistent, fair and focused decision making, in line with the legislation for the educational placement of children and young people with Education, Health and Care Plans (EHC Plans).

The SEND Placement and Provision Panel is where a decision is made about the type of educational setting that a child or young person requires.

What happens at the Panel?

The information relating to the child and their needs is compiled by the Case Work Officer and is shared with members of the SEND Placement and Provision Panel prior to the meeting. This is so that they can read through everything and prepare for the meeting. The information considered by the Panel will vary depending on the request, but can include:

- Confirmation of the needs of the child or young person
- Attendance data
- Information from the parent or carer
- The views of the child or young person themselves
- Professional advice
- The EHC plan
- The review of an EHC plan
- Information about the cost of the proposed provision

The SEND Panel considers every request on an individual basis. It makes decisions based on the evidence provided and the following law and regulations:

- The Children and Families Act 2014
- The Special Educational Needs and Disability Regulations 2014
- The Special Educational Needs (Personal Budgets) Regulations 2014
- The SEND Code of Practice 2015

Notes of the decision made are taken during the meeting and are used, by the Case Work Officer, to provide feedback to parent/ carers.

Who attends the Panel?

- Director of All Age Disability (Chair).
- Principal Educational Psychologist/Head of Inclusion Support Services.
- Designated Clinical Officer.
- Group Manager – Children and Young Adults with Disabilities Social Care Team.
- A representative from the Commissioning Hub. The Commissioning Hub team support the identification of suitable educational placements for children i.e. independent settings and setting up contracts and finance packages.
- A representative from the SEN Leadership Team i.e. a Team Manager or Group Manager.
- Case Work Officer who presents the case, makes recommendations, and answers any questions Panel members may have.

Where required other professionals are invited to attend to provide information to inform the decision making. For example, a member of staff from the Complex Communication Team.

How you can share your views as a child, young person or family

Parents, children and young people don't attend the SEND Placement and Provision Panel meetings, but you are an important part of our decision making. You can provide your views in a number of ways:

- During a needs assessment for an EHC plan.
- As part of the review process for an EHC plan.
- By contacting the SEND Team at any time to share information you want to be considered by the Panel.

Frequency of Meetings

The Panel meets on a weekly basis.

What happens after the meeting?

Following the Panel meeting, the Case Work Officer will share the decision with you. For example, this could be via email or a telephone call. This will happen within three working days of the meeting.

If you disagree with the decision made by the Panel or require further information about what was discussed, please speak with your Case Work Officer in the first instance, who will provide advice on the next steps.

We would like to thank the parent carer from the Parent Stakeholder Group who gave their time and expertise to help co-produce this information.