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## How you can support at home:



**Talk** to your child about trusted adults they can talk to at school and home. Encourage them to draw around their hand and identify 5 trusted adults they can turn to when they feel scared, upset, angry, uncomfortable or worried.



**Think** about strategies you use at home to help your child and how you can help support school.



**Write** any ideas, comments or questions you have for school on the notes section.

## Glossary of acronyms and words in this leaflet:

EHCP: Education, Health and Care Plan

SEN: Special Educational Needs

PLP: Personalised Learning Plan

SENDCo: Special Educational Needs and/or Disabilities coordinator

LA: Local Authority

APDR: Assess, Plan, Do, Review

ECCO: Education, Health and Care Plan coordinator

SEND ISO: SEND Implementation and Support Officer

SENDIASS: SEND Information, Advice and Support Service

ISL: Integrated services for learning

SEND SAS: SEND Specialist Advice and Support

DoN: Descriptors of Needs

HNF: High Needs Funding

EHCNA: Education, Health and Care Needs Assessment



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## Notes:



Use this section to write any questions, ideas, comments you may wish to share with school.

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# Education, Health and Care Plan (EHCP)

## A guide for parents/carers



Pound Avenue, Stevenage, Herts., SG1 3JA

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[www.fairlands.herts.sch.uk](http://www.fairlands.herts.sch.uk)



## Special Educational Needs:

As your child has special educational needs, they will have had a PLP to support them. For further information about how we support SEND children and their families, visit the school website:  
<https://www.fairlands.herts.sch.uk/info/160-send-at-fairlands>

You can also find out more about the county's local offer by visiting:  
<https://www.hertfordshire.gov.uk/microsites/local-offer/the-hertfordshire-local-offer.aspx>

Alternatively, please feel free to contact the school SENDCo for further help.



## Why does my child have an EHCP?

If a child needs significant additional and/or different provision, they will be the subject of a Personalised Learning Plan (PLP) and they will be in receipt of SEN support. If a child continues to present with significant additional needs despite the school having taken relevant and purposeful action (or their needs present as complex), the school may request that the local authority assess the need for an EHCP. The school will use the Hertfordshire criteria to identify and prepare submissions for those children who may need an EHCP. The LA alone grants the right to be assessed. If you wish for your child to attend specialist provision at any point of their education, they will need an EHCP in order to apply.

Full details are explained in our SEND policy (see link in SEN section of this leaflet).

## What is an EHCP?

An EHCP is a legal document which describes the special education, health and care needs of your child. It sets out all of the extra help and support they will need in order to overcome their barriers to their learning and identifies specific outcomes (targets) to achieve as they prepare for their next stage in education or adult life.

After it has been agreed with school and home that an EHCNA will be submitted, you will receive information from the local authority regarding the process. After submitting the EHCNA, you will hear within 6 weeks whether or not the local authority has agreed to go ahead and assess for an EHCP or not. Full details of each stage of the process are clearly laid out in the local offer: <https://www.hertfordshire.gov.uk/microsites/local-offer/education-health-and-care-plans/education-health-and-care-plans-ehcp.aspx>

If you would like someone to go through this with you or cannot access it, please contact the school office and we will arrange a time for you to meet with the school SENDCo.

If the LA agree to assess for an EHCP, the process should be completed within 20 weeks of the original EHCNA submission date. We are happy to talk through each stage with you and will try our best to answer any of your questions throughout this. You can also get free advice from SENDIASS (contact details on our website).

## Sections of an EHCP: (Section F details the statutory provision which MUST be provided)

- Section A: the views, interests and hopes of the child and their parents or the young person
- Section B: the child or young person's special educational need (SEN)
- Section C: health care needs relating to their SEN
- Section D: social care needs relating to their SEN or to a disability
- Section E: the what the outcomes of the support are hoped to be
- Section F: the special educational provision needed to meet their SEN
- Section G: any health care provision needed to meet the child or young person's needs
- Section H: any social care provision required from social services under the Chronically Sick and Disabled Persons Act 1970, and/ or to meet the needs of the child or young person
- Section I: the name of the school to be attended by the child or young person, and the type of place of education (this should be left blank on the draft document and is only put into the final document)
- Section J: details of any direct payments
- Section K: copies of all of the advice and information as part of the EHC needs assessment.

## What next?

After receiving a draft EHCP, we will invite you in for a meeting with the SENDCo where we will complete a DoN document. This looks at statements linked to all areas of need and determines the level of HNF the school apply for. The funding is needed to carry out the additional provision your child needs (which is why they will have an EHCP) and the provision listed in Section F which is needed to support your child. This does not mean that your child will receive a 1:1 supporting adult throughout the entirety of their school day. Levels of support will be discussed at this meeting.

EHCPs are reviewed annually and are reviewed with the SENDCo, the class teacher, parents/carers and any external professionals involved in supporting the child's provision. The views of the child are included in an age-appropriate way and help to inform the review. If a pupil makes sufficient progress an EHCP may be discontinued by the local authority.