

APPLYING FOR AN EHCP

A guide for parents

1 Talk to Lucy Pelling, Head of SEN

Contact: pellingl@moonhall.co.uk

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- Pupil should have: Standardised scores in reading and spelling below 85 OR Other needs - in addition to dyslexia that may require therapy/ specialist environment
- Pupils need to have been at Moon Hall for at least 6 months

Parents can use Moon Hall Assessment Centre or HCPC registered professionals for relevant reports
Professionals should be willing to attend Tribunal

2

Up to date reports will be needed - no older than 18 months - psychology, SaLT, OT where appropriate

3 School to prepare paperwork

Liasion with teachers, pupils, parents and professionals
Paperwork to be agreed by parents.

3

Allow 6 weeks for paperwork to be prepared

Within 6 weeks the Local Authority must say whether they agree to assess for an EHCP or not - if they DO NOT there is the 'Right to appeal'

4

Parents to submit paperwork to the Local Authority where they live

5 LA agrees to assess

The decision to issue an EHC Plan should be made by week 12 at the latest and the LA should start drafting the EHCP

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Those who are contacted for information related to the EHC needs assessment, have 6 weeks to respond. This is a legal requirement regardless of waiting lists or a shortage of professionals to carry out the work

By week 16 if LA have decided not to issue an EHCP then parents should be notified and of their 'Right to appeal'

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6 LA agree to issue an EHCP

By week 14, the LA should send the draft EHCP to parents

7 Respond to EHCP

Parents have 15 days to respond with comments and changes
Parents will be able to request their preferred school

7

Parents should liaise with Moon Hall regarding the contents of the EHCP and that therapy needs, if appropriate, can be accomodated

If parents are not happy with the content of the EHCP or the named school, they have the 'Right to appeal'

8

8 LA issue Final EHCP

By week 20 at the latest, the LA should issue the final EHCP, naming a school in Section I

9 What happens next?

An Annual Review of the EHCP should be held once a year, or an Emergency review if needed

9

Other useful information

[SENDIASS](https://www.kids.org.uk/sendiasm)

<https://www.kids.org.uk/sendiasm>

[Special Needs Jungle](https://www.specialneedsjungle.com/)

<https://www.specialneedsjungle.com/>

[SOS!SEN](https://sossen.org.uk/)

<https://sossen.org.uk/>

[SEND Advice Surrey](https://sendadvicesurrey.org.uk/)

<https://sendadvicesurrey.org.uk/>

[Action for Children](https://parents.actionforchildren.org.uk/)

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Please note: As a small school with limited resources, we will try our best to adhere to and support parents with the EHCP process. However, if there are extra pressures on the Department, then delays should be expected.
Solicitor support details can be obtained from Head of SEN.