

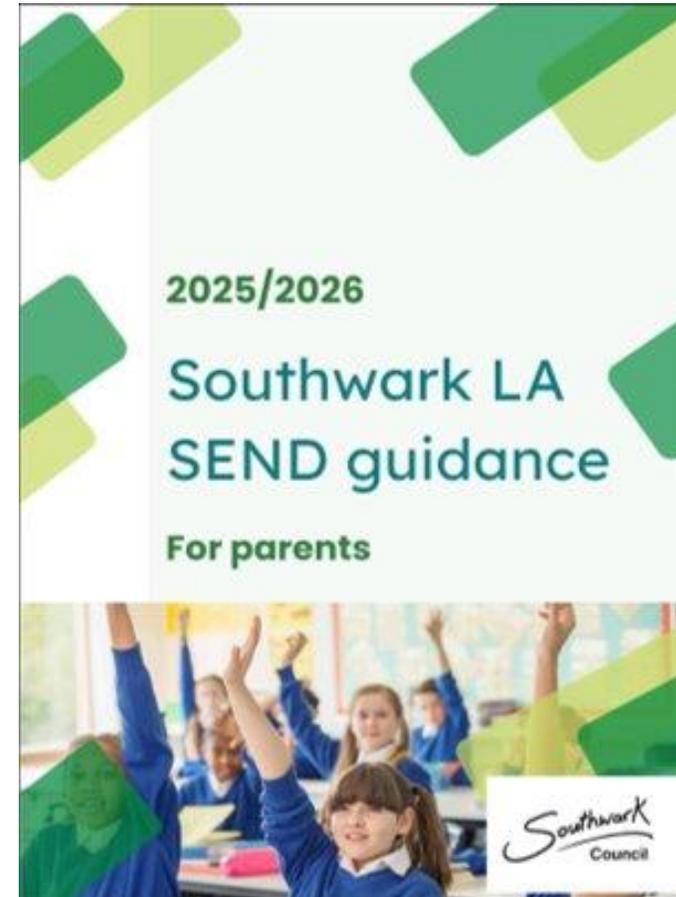
SEND Coffee Morning Judith Kerr Primary School

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Wednesday 8th October 2025

Today's aims

- Understand the process of applying for an EHCP.
- Knowledge of what support is available.



What is the purpose of an EHCP?

An **Education, Health and Care Plan (EHCP)** is a legal document that outlines a child's special educational needs (SEN), the support they require, and the outcomes they are working towards.

Its purpose is to ensure that children and young people with **complex or significant needs** receive coordinated support across education, health, and social care.

Key points:

- Focuses on **long-term outcomes** and **individualised support**.
- Ensures **statutory provision** is in place when needs go beyond what a school can provide from its own resources.
- Reviewed annually to track progress and adjust support.

Does my child need an EHCP?

Your child may **not need an EHCP** if:

- Their needs can be met through **high-quality teaching** and **SEN support** within school.
- They are making **progress** with current interventions.
- Their needs are **not significantly impacting** access to learning or development.
- An EHCP may be appropriate if:
 - Your child's needs are **complex, long-term**, and **require multi-agency support**.
 - Despite support, they are **not making expected progress**.
 - The school needs **additional resources** beyond what is normally available.

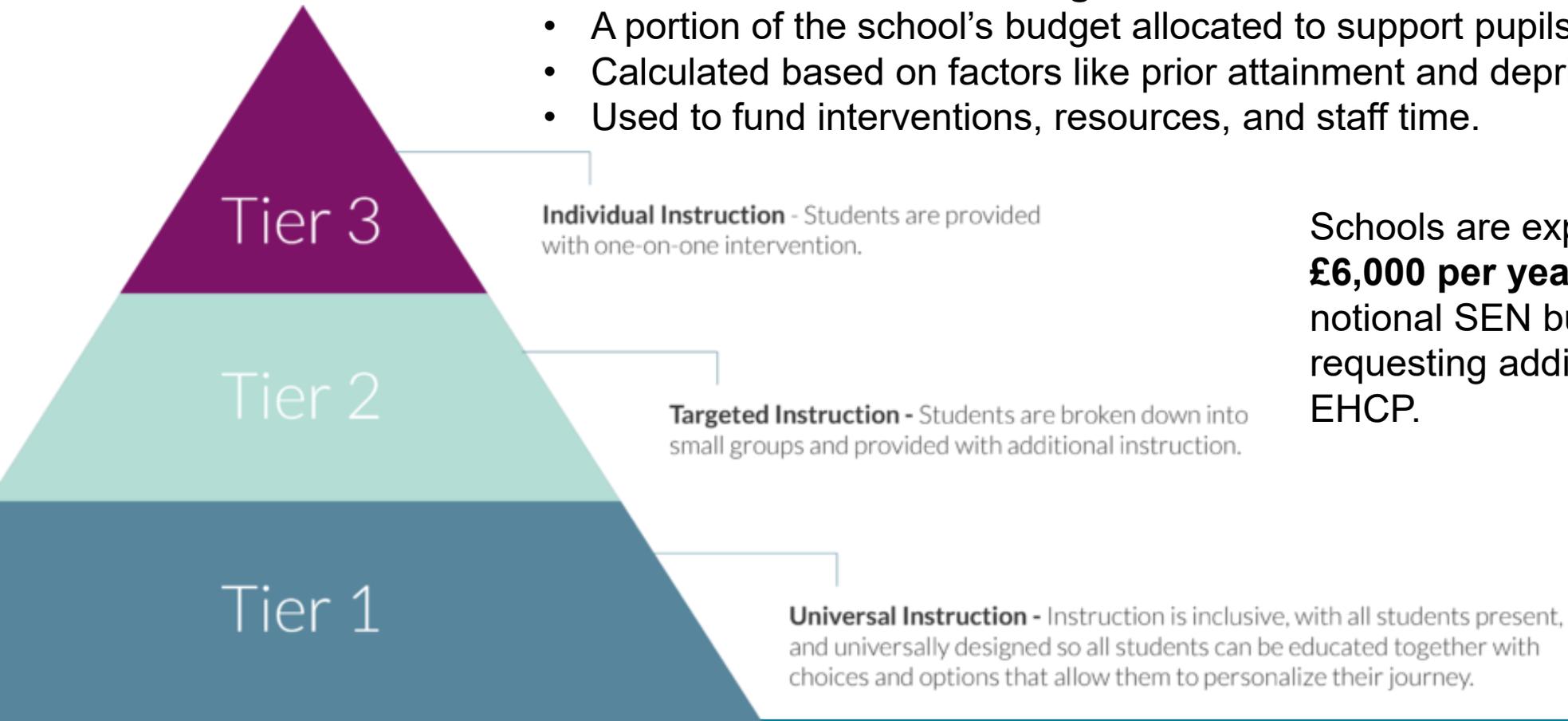


Support without an EHCP

Schools can provide a wide range of support without an EHCP, funded through **notional SEN funding**.

What is Notional SEN Funding?

- A portion of the school's budget allocated to support pupils with SEN.
- Calculated based on factors like prior attainment and deprivation.
- Used to fund interventions, resources, and staff time.



Schools are expected to spend up to **£6,000 per year per pupil** from their notional SEN budget before requesting additional funding via an EHCP.

What is the process of applying for an EHCP?

1. Initial Discussion

School and parents meet to talk through concerns, current support, and agree on next steps.

2. Information Gathering

School collects evidence of the child's needs, progress, and any professional input.

3. Send Request to Local Authority

A formal request for an EHC Needs Assessment is submitted by the school or parent.

4. Awaiting Request Outcome

The local authority reviews the request and decides within 6 weeks whether to assess.

5. Responding to Outcome

If agreed: assessment begins with input from education, health, and care professionals.

If refused: parents can request a meeting or appeal the decision.

6. EHCP Issued

If agreed, a draft plan is shared with parents before the final EHCP is issued.

The full process can take up to **20 weeks**.

Education Health and Care Plan (EHCP) application process

If a child or young person needs more help in school than what is normally provided through SEN support, parents or the educational setting may consider applying for an EHC needs assessment.

To increase the chance of being successful, requests made by parents should include evidence from school. For more support for parents requesting an EHCP contact [SIAS](#).

Requests made by schools usually include the six stages outline below.

Stage 1 – Initial discussion

- SENCO holds meetings with parents and other school staff to discuss the needs of the pupil.
- SENCO does classroom observation and looks at the pupils data.
- SENCO shares information and consent forms with parents.

Stage 2 – Information gathering

- SENCO gathers reports from professionals who have worked with the pupil in the last 2 years.
- SENCO gets evidence of interventions over the last 2 years.
- SENCO gets parents view on their child.
- SENCO checks all documents and begins request form.

Stage 3 – Send request to Southwark

- SENCO sends EHCP request form to Southwark.
- SENCO sends a copy of EHCP request form to parents.
- SENCO arranges meeting with parents to discuss next stages.

Stage 4 – Awaiting request outcome

- SENCO and parents meet to discuss outcome of EHCP request from Southwark.

Stage 5 – Responding to outcome

- | Not to proceed | Assessment agreed |
|--|--|
| <ul style="list-style-type: none">• SENCO and parents discuss next steps:• Appeal, or• resubmit at a later date. | <ul style="list-style-type: none">• Southwark carry out assessments.• Co-production meeting.• Southwark issues draft EHCP.• After reviews final EHCP is issued. |

Stage 6 – EHCP issued

- SENCO shares EHCP with teachers and support staff.
- Funding is issued and school allocates appropriate support for pupil.
- SENCO arranges annual review for around a year after the EHCP issue date.

When to apply?

Consider applying when:

- Your child's needs are **not being met** despite sustained support.
- There is **evidence of significant barriers** to learning or development.
- The school has **exhausted its resources** and interventions.
- Multi-agency input is needed to support your child effectively.

It's important to work **collaboratively with the school** and explore all available support before applying.

Be wary of private consultants!

Support and use of outside professionals

Even without an EHCP, schools can access and involve outside professionals to support your child:

- **Educational Psychologists**
- **Speech and Language Therapists**
- **Occupational Therapists**
- **Specialist Teachers** (e.g., for autism, hearing or visual impairment)
- **Health and Social Care Professionals**

These professionals help assess needs, advise on strategies, and support staff and families.

Parents can also seek advice from:

- **SIAS** (Special Educational Needs and Disabilities Information Advice and Support Service)
- **Local Parent Carer Forums**
- **Charities and support groups** relevant to your child's needs

Should I pay for private assessments?

SIAS

- SEN (special educational needs) support in educational settings
- Advice and support to [request assessments for EHC Plans](#) (Education, Health and Care Plans) and advice through the process
- EHC Plan [annual review](#) advice
- Help to prepare for SEND related meetings
- Support to resolve disagreements where related to SEND
- Information, advice and guidance for young people aged 16-25 about education, training and employment. We can signpost young people to other places to access support for other matters.
- School exclusions, where related to SEND
- Advice and help to make applications for [travel assistance](#)
- Assistance with SEND [mediation and tribunal appeals](#)
- Training and information sessions throughout the year. Topics include: starting primary and secondary school, pathways to employment, SEND tribunal appeals



Email: sias@southwark.gov.uk

Please allow up to five working days for a response to your email.

Telephone: [0207 525 3104](tel:02075253104)

We have an advisor on duty from Monday-Friday during office hours.

The Neurodiversity Family Hub

Tiny Tribe

An inclusive stay and play group for parents & carers with children 0-5 years old. **Wednesdays from 10am to 12pm, term time only.**
Mint Street Park Adventure playground (14 Weller St, London SE1 1QU)

Junior Tribe

If you are between 6 to 11 years old, looking for your tribe, like minded people who you can forge life long friendships with, connections and feel safe in a space where you will experience, grow, play and learn together. **Monday 15:30-17:00- (Term time only)**

Adventure Playground in Mint Street Park (Southwark Bridge Road, London SE1 1QU)

[+44 \(0\)20 8051 6668](tel:+442080516668) / [+44 \(0\)7943 261934](tel:+44207943261934)

info@theneurodiversityfamilyhub.org

Office: 56 Southwark Bridge Road, London, SE1 0AS



Groundworks – Mental Wellbeing

MHSTSouthwark@groundwork.org.uk

Mental Health Support Teams (MHST) offer support for children and young people who are struggling with wellbeing concerns such as anxiety, phobias, challenging behaviour, low mood and depression, in schools across Southwark.

- [Social skills for Primary ages children with Autism](#)
- [Support for children and parental support for children experiencing anxiety and challenging behaviour](#)
- [Boys space – boys to talk about emotional wellbeing](#)
- [Parent groups for children suffering with anxiety](#)
- [Parent group for common behaviour problems](#)



Organisations for Autism

Autism Support Team – Southwark Council

[Autism Support Team - Information for families | Southwark Local Offer](#)

- Training - To book onto training [Sign up for Training](#)
- Coffee Mornings – To sign up [Sign up for Parent Coffee Morning 2024 2025](#)

London Autism Group

<https://www.londonautismgroupcharity.org/what-we-do>

Autism Voice

Emotional support, training and workshops, support group

<https://www.autismvoice.org.uk/services/>

Tel: 08458605547



SIBS

'YoungSibs is for children and young people who have a brother or sister who is disabled, has special educational needs or a serious long-term condition. It is for siblings in the UK aged 6 to 17.'

<https://www.sibs.org.uk/support-for-adult-siblings/adult-sibling-support-groups>



Parent Voice

Southwark Independent Voice

Southwark Independent Voice (SIV) was created in 2019 by a group of Southwark parent volunteers of children/young people with SEND aged 0-25. We aim to do this by sharing information, resources and tools through face-to-face meetings, events and online platforms

<https://www.southwarkiv.co.uk/about>

Southwark Black Parents Forum

[The Southwark Black Parents Forum | Southwark Local Offer](#)

Our purpose is to provide information, support and guidance to African and Caribbean parents in Southwark, in order to highlight the important ways parents, guardians and carers can have active involvement in their children's education and schooling.

[Southwark Black Parents Forum – Empowering African and Caribbean Parents, Guardians and Carers](#)

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Questions and time to talk

