



Amending an Education, Health and Care Plan (EHCP)

Amending - when and why?

- An amendment to an existing Education, Health and Care (EHC) Plan should usually occur after an annual review when there are significant changes identified to the current EHC Plan
- Education, Health and Care Plans will always be amended in preparation for a child/ young person moving onto their next phase of education (e.g. Nursery into Reception, (KS1 – KS2), KS2 – KS3, KS3-4, post-16), subject to the EHC Plan remaining appropriate, which should be discussed at the annual review meeting
- The EHC Plan may be amended at other times, e.g. following a change of address or school, or where there are changes in health or social care provision resulting from minor or specific changes in the child or young person's circumstances

The Code of Practice states that EHC Plans are not expected to be amended on a very frequent basis

Notice of Proposed Changes to the EHC Plan

These will be listed in the table on the front page of the EHCP which highlights which sections have been amended.

A copy of the existing EHCP plus the draft amended plan (showing which sections have been amended), with copies of any evidence which supports those amendments will also have been sent to you.

What do you need to do now?

You now have 15 days to respond to the draft EHCP:

- Confirm you are happy with the proposed changes
- Inform us if you would like to make any written comments or changes to the proposed amendments
- Contact us if you would like to meet with a member of the SEND team to discuss the proposed changes
- Confirm your preference for school placement, which may be continuing in their current placement.
- If you require support understanding the proposed changes, the Cumbria SEND Information, Advice and Support Service will be able to help with this

Visiting schools / education placements

- It is strongly recommended that you visit any new school / education placements before you express your preference. It is suggested that you speak with the Special Needs Co-ordinator (or the person who performs that role) of that establishment to discuss your child / young person's needs and ideally take a copy of the draft EHC Plan with you

What the SEND Team are doing now?

- If the SEND team are already aware of your preference, then we will issue a consultation to that placement.
- If your child / young person is due to transfer to another placement at the end of the academic year (e.g. starting school, Year 2 or Year 6), then the EHC Plan will be then sent to the preferred placement, where known
- Educational placements have 15 days to respond to referrals to indicate if they feel they can or cannot meet the needs identified and make the provision specified within the EHC Plan

What will happen next?

- If you have requested changes to the EHC Plan, these will be considered by the Education Team Manager. We will inform you if there any issues with making the requested changes
- The SEND team will work closely with any school or educational placement not able to meet a child/ young person's needs to resolve any issues regarding placement.
- It may be necessary for the SEND team to present your child / young person's case to the County EHCP panel to ask advice about school placement, especially if a special school or Independent School has been requested
- Once an appropriate school / educational placement has been agreed and any changes to the EHC Plan discussed and agreed changes made, the EHC Plan will be finalised and a copy of the Final Amended EHC Plan will be sent to you, school / educational placement and the other professionals who contributed to the EHC Plan
- When the Amended EHC Plan is finalised, this will open up your right to appeal about particular sections of the plan. This will be explained in more detail at that stage

Useful contacts:

- Council for Disabled Children:
https://councilfordisabledchildren.org.uk/?gclid=EAlalQobChMloc252fGO8QIVEAB7Ch0wpAAsEAAYASAAEgLD3PD_BwE
- Cumbria SEND Information, Advice and Support - free, independent and impartial support for parents, carers and young people:
<https://sendiass.cumbria.gov.uk/aboutcumbriasendiass.asp>
- Cumbria Local Offer:
<https://localoffer.cumbria.gov.uk/kb5/cumbria/fsd/localoffer.page?familychannel=5>
- Cumbria County Council- Inclusion Service, SEND Team:
https://localoffer.cumbria.gov.uk/kb5/cumbria/fsd/advice.page?id=ZK2eS_JX11M

SEND Team December 2021