

What is an EHC Plan?

An Education Health and Care Plan (EHC Plan) is a legal document which describes a child or young person's special education needs, the support they require and the outcomes they would like to achieve.

When is an EHC Plan needed?

-Most children with special educational needs (SEN) will have their needs met from within an education setting's own resources and will not require an EHC needs assessment.

-A small number of pupils will need additional support beyond what the setting would normally be expected to provide through SEND Support, in which case they may be eligible for an EHCP.

The purpose of an EHCP is to make special educational provision to meet the special educational needs of the child or young person to secure the best possible outcomes for them across education, health and social care and, as they get older, prepare them for adulthood.

-For a child to attend a specialist provision in Croydon or an Enhanced Learning Provision they would need to be in receipt of an EHCP or in the process of being assessed for an EHCP.

How do you get an EHC Plan?

To decide whether an EHCP is necessary the child will need to undergo an Education, Health and Care Needs Assessment (EHCNA). This is often not the first step in the process for helping to meet the needs of the child.

Where despite the setting having taken relevant and purposeful action to identify, assess and meet the special educational needs of the child, the child has not made the expected progress, the setting should consider requesting an Educational, Health, Care needs assessment (EHCP) - *SEND COP 2015 p88 Section 5.49*

Before a request for an EHC Needs Assessment is made, the child or young person will have in place support plans/SEND file that demonstrates how agencies have worked together to identify how the child has been supported using resources which are normally available in the setting and the impact of this SEND Support. This will be used as evidence to submit to the Local Authority.

Who can request an EHCNA?

Anyone can bring a child or young person who has (or may have) SEND to the attention of the local authority, particularly where they think an EHC needs assessment may be necessary. This can include parents/carers, health and social care professionals or early years practitioners.

The following people can make an EHC needs assessment request:

- A child's parent/carer
- A young person over the age of 16 but under the age of 25
- A person acting on behalf of the early year's setting, school or post 16 college, this is usually the Special Needs Coordinator (SENCO).

- Early years setting and schools may decide to make a request to Croydon Local Authority (LA) for an EHC need assessment when, despite actions to identify needs and give help and support from funding and resources they already have in place, the child or young person is not making expected progress.
- The request is usually led by the Special, Education Coordinator (SENCO) at the education setting. Any request should always involve discussions and agreement with parents and carers or the young person.
- Any request must also include the views of parent/carers and the child or young person.

What happens once the request for an EHC Needs Assessment has been submitted?

Once a request has been submitted, parent/carers or the young person will be notified in writing no later than 6 weeks whether an assessment has been agreed. The educational setting who makes this request will also receive notification of this decision. If the LA SEND Service decide that the child's or young person's needs cannot be met from the help and support available from the current school or setting they will agree to the Needs Assessment and issue an EHC Plan.

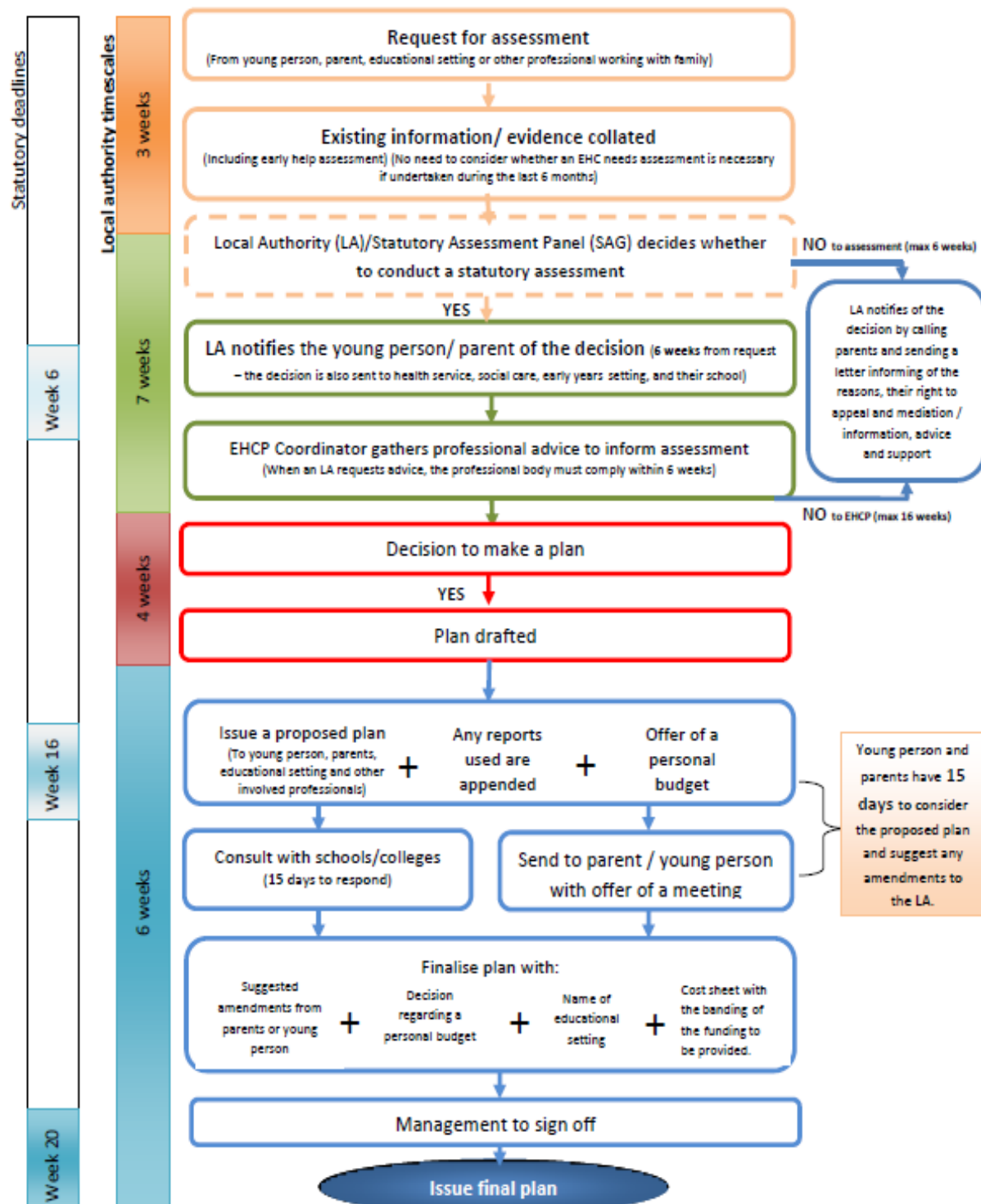
The local authority ("LA") must seek information and advice on a child or young person's needs, the provision required to meet those needs, and the outcomes expected to be achieved by the child or young person. This advice must come from a range of different people which may include Speech & Language Therapist, Occupational Therapist, paediatrician, and an educational psychologist. Assessments may take place in the educational setting, clinic or home setting. (See timeline overleaf for the EHCP process)

If the decision is that the plan is not needed, the service will explain this decision to you. Information and advice from the completed assessment will be used to write a proposed Additional School SEND Support Plan which will include details of the extra help that should be available to help the child or young person to learn and make progress.

The allocated EHCP Coordinator overseeing your request will offer further advice . Their contact details will be notified to you once the LA have received the request for an EHC needs assessment.

Requesting an EHC Needs Assessment

Education, health and care plan (EHCP) process



Exemptions

- Appointments with people from whom LA has requested information are missed by the child or young person (This only applies to the duty of partners to comply with the request under the EHC assessment process within 6 weeks)
- The child or young person is absent from area for a period of at least 4 weeks
- Exceptional personal circumstances affecting child, parent, young person
- The educational institution is closed for at least 4 weeks- which may delay the submission of information

The Croydon Local Offer is a website which provides information and advice about services that children, young people and their families can expect from a range of local agencies.

www.localoffer.croydon.gov.uk

KIDS:SENDIAS Croydon's Special Educational Needs and Disabilities Information Advice and Support Service (SENDIAS) is a free and confidential service for parents, carers, children and young people.

www.kids.org.uk/croydon-sendias

0208 663 5630/5631

24 George Street, Croydon, CR0 1 PB

IPSEA provides free legal based information to families who have children with special educational needs.

www.ipsea.org.uk

Requesting an EHC Needs Assessment

Pack for Parents and Carers

Pages 4–6: Applying for Schools

Mainstream and Specialist

What do I need to do?

September -December

We recommend that a mainstream application is made for every child, in the event that they are unsuccessful in their application for a Specialist School place.

If you are applying for a Specialist School/Enhanced Learning Provision Place, please **DO NOT** put your Specialist School/ELP preference on the mainstream application form.

This information will need to be included on the Parent and Carer view form, included in your education health and care needs assessment application (***Please refer to the guidance on Page 8 for detailed instructions on how to indicate your preference***). Your early years setting, or EYSEND /Portage practitioner will discuss this with you when the application is made.

Mainstream

Look at a selection of mainstream schools in your local area, look out for open days or contact the school directly to book a visit. A list of schools in your area can be found at:
www.croydon.gov.uk (click on 'apply for it')

Specialist

Look at Specialist Schools and Enhanced Learning Provisions (ELP's). A list of Specialist Schools and ELP's can be found at:

www.croydon.gov.uk/education/special-educational-needs

To be considered for specialist placement your child will have either an Education, health and care (EHC) needs assessment agreed or an EHC plan, please check with your early years setting if you are not sure.

Your Setting and the EYSEND team will be able to help you with considering which type of school might best meet your child's needs.

Things to think about when visiting schools:

- What is their experience/understanding of children with Special Educational Needs (SEN) or disabilities?
- How accessible is the school for your child? (e.g. Can they move about easily? Are there steps? How are the classrooms and bathrooms laid out?)
- What support will your child require within school? (e.g. Do they need specialist equipment, changing facilities, or help to use the toilet? Do they need to take medicines or have medical interventions whilst at school? Will they need help with their learning, to communicate, or follow instructions?)
- Does the school have access to support services for your child and family, and access to therapies if needed? (e.g nursing care, outreach family support, speech and language therapy, occupational therapy)
- Can you meet with the school Special Educational Needs Co-ordinator (SENCO) to discuss your child's needs and how the school could meet them?

You should make your mainstream school application by **15th January**.
Please make your mainstream application at:
www.eadmissions.org.uk

If you would also like your child to be considered for a specialist school/ELP place, please advise your Early Years Setting or Specialist Nursery Teacher of your preferred school.

Your school preference will be noted and considered however please be aware that Specialist School/ELP places are allocated based on the needs of the children. Please be aware that decisions on placement are based on the Local Authority's duty to place children according to their needs and the most appropriate provision to meet these needs. You can view the entry criteria for these schools at:

www.croydon.gov.uk/education/special-educational-needs

If you accept a Specialist School/ELP placement, please contact your allocated mainstream school **and** Croydon School admissions to decline your child's place.

Requesting an EHC Needs Assessment

Pack for Parents and Carers

Page 7: Forms Required

When requesting an Education Health and Care Needs Assessment from the Local Authority, you must complete and submit three forms, along with supporting evidence from your child's educational setting and relevant professionals.

As a parent or carer, you are responsible for filling out the forms listed below (the complete forms are available in the appendix of this pack). Ideally, the **Child Contribution (RC.1)** form should be completed in collaboration with your child's educational setting. *Please ensure that all forms are signed, dated, and shared with your child's setting once completed.*

In the **Parental Advice (RP.1)** form you have the opportunity to indicate your preferred type of school for your child. If you wish your child to be considered for a specialist placement, please refer to **Page 8** of this document.

RP.1

CROYDON
www.croydon.gov.uk

Request for Education, Health and Care Plan Assessment
Parental Advice (Early Years)

Parent/Carer Views

This document is intended for parents to provide their views in relation to their child's special educational needs, the parent's views and their aspirations for their child.

Please tell us about your child – what are their strengths and what do you think they need help with?

Are there any other services/professions currently involved?

What do you hope your child will experience/achieve over the next six months? What are your hopes for your child for the future?

If your child is already in an Early Years setting, what do you feel has been the advantages/ worked well while your child has been there?

RC.1

CROYDON
www.croydon.gov.uk

Request for Education, Health and Care Plan needs assessment
Child Contribution (Early Years)

Insert Child's Name
All About Me
(My views, feelings and wishes)

This document should be completed with or by the child so that their views, wishes, feelings and aspirations are considered.

Children and young people are more than welcome to design and decorate their own format for sharing this information. Please note that these may not copy and print as well.

For a child who may not be able to express their own views parents and/or other familiar adults should represent the voice of the child using their observations, knowledge and understanding of his/her interests, behaviour, communication methods and attributes.

What I like to do and what I am good at:

Please don't/What upsets me/I don't like/what comforts me:

What is important to me:

What you may need to know about me:

Requesting an EHC Needs Assessment

Pack for Parents and Carers

Page 8: Requesting Consideration for a Specialist Provision Placement

**If you are only pursuing a mainstream school place, you may skip this section.*

As part of the EHC Needs Assessment Request, you, as a parent or carer, have the opportunity to express your views and aspirations for your child's future. If you have decided to pursue a specialist placement for your child and have discussed this with your child's educational setting and/or the Early Years SEND Team, you can indicate this preference in the **Parental Advice (RP.1)** form. For detailed instructions on how to declare this, please see the figure below.

While your school preference will be taken into consideration, please note that Specialist School/ELP placements are allocated based on the specific needs of the children. The Local Authority has a duty to ensure that placements are made according to the child's needs and effective use of LA resources. Due regard will be given to your preference when consulting with provisions as well as consideration regarding the most appropriate provision for your child in order to best meet your child's educational needs. You can view the entry criteria for these schools at: www.croydon.gov.uk/education/special-educational-needs.

RP.1

CROYDON
www.croydon.gov.uk

Request for Education, Health and Care Plan Assessment
Parental Advice (Early Years)

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Are there any areas that your child has experienced difficulty with or that you feel have not been a success?

If you answered yes to the above, how could your child's experience be improved? (Additional support, external intervention etc.)

Do you feel your child needs additional support when in a setting and if so, how would it look?

Moving forward what would be your preferred choice of school /setting for your child? Have you thought about what type of support your child might need in school?

Anything else you would like us to know?

On Page 2 of the RP1. Form you can state your preference in the following box:

Should you wish for your child to be considered for **specialist schools and Enhanced Learning Provisions**, we would advise stating the following:

'I would like all specialist schools and Enhanced Learning Provisions to be consulted with. My preferences are as follows:

1. (e.g., Redgates)
2. (e.g., Saint Nicholas)
3. (e.g., Aerodrome Primary Academy)

Should you wish for your child to be considered for **specialist schools only**, we would advise stating the following:

'I would like all Specialist Schools to be consulted with. My preferences are as follows:

1. (e.g., Redgates)
2. (e.g., Saint Nicholas)

Should you wish for your child to be considered for **Enhanced Learning Provisions**, we would advise stating the following:

'I would like all Enhanced Learning Provisions to be consulted with. My preferences are as follows:

3. (e.g., Aerodrome Primary Academy)
4. (e.g., Applegarth Academy)

**Stating that you are happy for all specialist provisions to be consulted ensures that if your top choices are unable to offer a place, other specialist provisions can still be considered.*

Requesting an EHC Needs Assessment

Pack for Parents and Carers

Page 9-10: Directory of Primary Special Schools and Enhanced Learning Provisions (ELPs)

**If you are only pursuing a mainstream school place, you may skip this section.*

Admission to Croydon special schools and enhanced learning provisions are managed by Croydon Local Authority 0-25 SEND Service. For further information please contact SEND Enquiries: 020 8604 7263 / SENenquiries@croydon.gov.uk

Special Primary Schools in Croydon

St Giles' School: A special community school for boys and girls with physical disabilities and complex medical needs across the ability range.

Age range: 4–19

Address: 207 Pampisford Road, South Croydon CR2 6DF

T 020 8680 2141

E office@st-gilesschool.co.uk

W www.st-gilesschool.co.uk



Red Gates School: A special community school for boys and girls with severe learning difficulties.

Age range: 4–11

Address: Farnborough Avenue, South

Croydon CR2 8HD

T 020 8651 6540

E admin@redgates.croydon.sch.uk

W www.redgates.croydon.sch.uk



Addington Valley Academy: Provision for pupils with autism (prime need) and learning difficulties.

Age range: 4–19

Address: Field way, New Addington, Croydon, CR0 9AZ

T 0203 897 7001 or 0203 897 7006

E enquiries@addingtonvalley.org

W www.addingtonvalley.org



St Nicholas: A special community school for boys and girls with moderate learning difficulties and autism.

Age range: 4–11

Address: Old Lodge Lane,

Purley CR8 4DN

T 020 8660 4861

E office@st-nicholas.croydon.sch.uk

W www.st-nicholas.croydon.sch.uk



Enhanced learning provisions (ELP) in Croydon primary schools		
Aerodrome Primary Academy: Provision for pupils with speech, language and communication needs. Age range: 4-11 Address: Goodwin Road, Croydon CR0 4EJ T 020 8688 4975 E office@aerodrome.croydon.sch.uk W www.aerodromeprimary.co.uk	Fairchildes Primary: Provision for pupils with moderate learning difficulties. Age range: 4–11 Address: Fairchildes Avenue, New Addington, Croydon CR0 0AH T 01689 842 268 E office@fairchildes.croydon.sch.uk W www.factrust.org	Kensington Avenue Primary: Provision for pupils with autism*. Age range: 4-11 Address: Kensington Avenue, Thornton Heath, Croydon CR7 8BT T 020 8764 2923 E office@kaps.croydon.sch.uk W www.kensingtonavenueprimary.co.uk
Applegarth Academy - Provision for pupils with speech, language and communication needs. Age range 4–11 Address Bygrove, Fieldway, New Addington, Croydon CR0 9DL T 01689 841528 E office@applegarth-academy.croydon.sch.uk W www.applegarth-academy.croydon.sch.uk	The Minster Infant school: Provision for pupils with Moderate Learning Difficulties (MLD) Age range 4–7 Address: Warrington Road, Croydon, CR0 4BH T 020 86885844 E office@minster.co.uk W https://minsterinfants.co.uk	Norbury Manor Primary: Provision for pupils with hearing impairment. Age range: 4-10 Address: Abingdon Road, Norbury, SW16 5QR T 020 8679 3835 E enquiries@nmp.croydon.sch.uk W www.nmp.croydon.sch.uk
Castle Hill Academy: Provision for children with autism*. Age range: 4-11 Address: Dunley Drive, New Addington, Croydon CR0 0RJ T 01689 843148 E office@castlehill.croydon.sch.uk W www.castlehillacademy.co.uk	Courtwood Primary: Support for pupils with autism*. Age range: 4-11 Address: Courtwood Lane Addington, Croydon CR0 9HX T 020 8657 8454 E admin@courtwood.croydon.sch.uk W www.courtwood.croydon.sch.uk	South Norwood Primary: Provision for pupils with moderate learning difficulties. Age range: 4–11 Address 34 Crowther Road, London SE25 5QP T 020 8654 2983 E office@southnorwood.croydon.sch.uk W www.southnorwoodprimarieschool.co.uk
Quest Primary School (formerly Gilbert Scott): Provision for pupils with moderate learning difficulties. Age range 4-11 Address: Farnborough Avenue, South Croydon CR2 8HD T 020 8657 4722 E admin@questprimary.org W www.questprimary.org.uk	Oasis Academy Shirley Park: Provision for pupils with moderate learning difficulties. Age range 4-11 Address: Long Lane, Croydon CR0 7AR T 020 8656 0222 E primaryadmin@oasisshirleypark.org W www.oasisacademyshirleypark.org	Monks Orchard School (Fairchildes Academy Community Trust): Provision for pupils with autism and complex needs*. Age range 4-11 (KS2 open from October 2024) Address: The Glade, Shirley, Croydon CR0 7UF T 020 8654 2570 E office@monksorchard.co.uk W www.factrust.org/monksorchard