

## Warwickshire County Council SEND Panels, Processes and Information

WCC SEND panels and processes are regularly reviewed against feedback. This document can only act as a guide. Feedback to be received at sen@warwickshire.gov.uk

Panel and Purpose	Schedule	Chair and Attendees	Referral Method	Communicating Outcome	Additional Information
<p><u>Referral Panel</u> A HT or SENCo from the referring educational establishment is invited to represent each case. The panel considers the evidence submitted to support all new referrals for an assessment of SEND under the SEND Code of Practice.</p>	<p>Every Thursday, Saltisford, usually in the afternoon but may extend to a whole day depending on number of referrals. Each case is allocated 15 mins for school reps to summarise the case and answer any queries. The panel then has 5 mins to agree on the outcome. The allocated Plan Coordinator will have read and reviewed their case prior to the meeting.</p>	<p>A professional panel of Senior Plan Coordinator (chair), Senior EP, allocated Plan Coordinator and a HT / SENCo. A rep from Social Care is invited. SENDAR welcomes schools and other professionals as observers.</p>	<p>Referrals are usually submitted by schools/colleges using LA referral guidance &amp; templates. They are responsible for gathering &amp; submitting evidence. Parents /carers can refer directly to panel but are advised to work with &amp; support school referrals where possible. The Panel Coordinator allocates a time &amp; date following receipt of the referral.</p>	<p>If the panel agrees to assess, Business Support send out notifications. If the LA decides not to assess, letters will be issued explaining the reasons and parents' right to appeal.</p>	<p>Papers are distributed to attendees on the Monday prior to each panel.</p>
<p><u>Moderation</u> Agrees funding bands for new EHCPs and funding requests from schools (up to £15,000) and also considers transport requests.</p>	<p>Every Thursday, Saltisford. Some additional meetings held during the week depending on the number of cases to be considered.</p>	<p>SENDAR coordinates these internally. A Senior Plan Co chairs.</p>	<p>Schools and professionals request additional funding, or top-up top up funding to be made permanent.</p>	<p>Outcome fed back to schools by the Plan Coordinator. Funding agreed for a new plan will be written into Part J and issued with the draft EHCP.</p>	<p>No papers distributed.</p>

<p><u>County Panel</u> Cases put forward for a Local Authority Special School or to consider LA options if parents request an independent specialist placement (ISP)</p>	<p>Every 4 weeks, usually on a Monday, held at Saltisford.</p>	<p>SEND &amp; Inclusion Manager chairs alongside a Senior Plan Coordinator. . The SENDAR Plan Coordinator presents the case alongside other professionals involved. Invited to panel are representatives from EPS, Children's Services, Specialist Teaching Service, Children with Disabilities Team, Flex Learning, special schools, mainstream schools</p>	<p>Schools complete the referral form for consideration of specialist provision. If the YP is not in school, then the Plan Co arranges for the proforma to be completed in liaison with professionals.</p>	<p>The Panel Coordinator issues letters with the panel decision. If no LA in-county special provision has spaces or is able to meet the YP's needs, the case may then be moved to High Needs Panel to consider an ISP.</p>	<p>Papers distributed to attendees 10 days prior to the panel date.</p>
<p><u>High Needs Panel</u> This panel considers cases brought forward from the County Panel where independent specialist provision may be required. The panel also considers higher funding requests from mainstream settings in excess of £15,000.</p>	<p>Every 4 weeks, usually on a Thursday, at Saltisford.</p>	<p>Chaired by SEND &amp; Inclusion Manager. The SENDAR Plan Coordinator presents the case alongside other professionals involved. Invitees as per County Panel.</p>	<p>The case may have been moved to the High Needs Panel following the Outcome of the County Panel (see above). There is an Additional Funding proforma and an ISP proforma, whichever is appropriate.</p>	<p>Plan Coordinators liaise with parents and schools as appropriate. The Panel Coordinator sends outcome letters when necessary.</p>	<p>Papers distributed to attendees 10 days prior to the panel date.</p>

<p><u>Post 16 Panel</u> This panel considers Post 16 independent placement requests and higher level funding requests from mainstream colleges that exceed £15,000.</p>	<p>Every 4 weeks at Saltisford.</p>	<p>Chaired by Senior Plan Co for Preparing For Adulthood. Preparing for Adulthood Plan Coordinators will prepare cases for panel. Representatives from special schools, colleges, and social care are invited.</p>	<p>Current settings may prepare panel paperwork if an additional year at that setting is requested. Plan Coordinators prepare the referral in other cases as appropriate. The same proforma is used as for the High Needs panel.</p>	<p>Preparing for Adulthood Plan Coordinators feed back as and when appropriate. EHC Plan is updated when new provision agreed, including funding agreement.</p>	<p>Papers distributed 7 days prior to the panel date.</p>
<p><u>Special School Exceptional Funding Panel</u> This panel considers funding requests additional to the agreed costings in the Special School Matrix.</p>	<p>Every Term</p>	<p>SEND &amp; Inclusion Manager Chairs Invited to the panel are SENDAR finance, a senior Plan Coordinator, Disability Lead, two Heads from Special Schools.</p>	<p>Special schools complete the proforma requesting additional finding including a costed IEP.</p>	<p>Panel Coordinator distributes the minutes.</p>	<p>Papers distributed 7 days prior to the panel date.</p>