0-25 SERVICE
Education, Health and Social Care
Statutory SEND Panel

TERMS OF REFERENCE
06/10/2026

Where the term 'child' is used throughout this document it refers to children within the Early Years sector and of statutory school age and the term 'young people' refers to those in further education, training or apprenticeships up to 25 years old.

Summary

The key purpose of the Statutory SEND Panel is to:

- Consider requests for Education Health and Care Needs Assessments (EHCNA).
- Consider re-requests for an EHCNA that have been requested via an Annual Review.
- If required, consider whether to issue the draft Education, Health and Care Plan (EHCP).

The Statutory SEND Panel is accountable to the Head of Service for SEND and Inclusion.

Scope

The Statutory SEND Panel is responsible for ensuring a co-ordinated approach towards the request for an Education, Health and Care needs assessment for children and young people with SEND within Warwickshire, which includes:

- Decision to undertake an assessment of needs.
- Decision to issue an Education, Health and Care Plan following assessment, when required.

All requests will be through SENDAR via sen@warwickshire.gov.uk. All requests are initially triaged by Assistant Plan Coordinators; where there is clear evidence of special educational needs and robust 'Assess, Plan, Do, Review' (ADPR) process followed, a decision to carry out a Needs Assessment can be made at that point. Any requests requiring a multi-agency decision will be considered at the weekly

Statutory SEND Panel. The Statutory SEND Panel process will consider whether the requests clearly identify needs of the children and young people through documented evidence via the ADPR process, following Warwickshire County Council's internal procedure.

The Statutory SEND Panel will promote the underpinning principles of the SEND Code of Practice 2015

- Aspirational and person-centred planning
- Empowering and promoting equalities and preparation for adulthood
- Evidence based decisions that are an efficient use of resources
- Safeguarding and working together for positive outcomes for children and young people

Panel Attendees and their Responsibilities

Role	Role on Panel
SENDAR Delivery Lead for Assessments	**Panel Chair** - Responsible LA Officer for decisions on requests for EHC needs assessment, agreement to draft an EHCP, issuing EHC Plans and allocating resources for EHC plans. Compliance with statutory duties.
SENDAR Area Lead	**Delegated Chair** To ensure all cases are considered fairly and on their own merits and that there is consistency in decision making.
Senior LA Educational Psychologist	Advice on psychological needs of child/family and interventions, compliance with statutory duties.
School Leaders – e.g. Headteachers / SENDCos (Mainstream and /or Special)	Advice from schools and settings perspectives in relation to appropriate school-based interventions. Advice on general school improvement and school duties relating to SEND.
Senior Early Years Practitioners	Advice from Early Years perspective in relation to appropriate early years-based interventions.
Designated Clinical Officer/Health Representative or Commissioning Officer from CCG	To provide health advice, and sign off on the health elements of Education, Health and Care Plans.
Designated Social Care Officer/Social Care Representative	To provide advice and 'sign off' of the social care element of Education, Health and Care Plans.

Panel Administrator	To ensure all relevant information is circulated in advance, compile and maintain the list of attendees and observers. Accurately record panel decisions, actions arising and cascaded to the relevant persons for further action, if required.
Internal SENDAR Staff (e.g. Assistant Plan Coordinator)	To action 'yes to assess' decisions following panel and provide additional background information.
Observers – as agreed for training purposes	To observe panel process.

Statutory SEND Panel members should work to the principles set out in this document and:

- Provide expertise in their own specialist area and offer impartial advice on individual cases without promoting the interests of their service or setting
- Use their expertise and knowledge and offer views on assessments, outcomes, interventions and evaluations over time, timescales, appropriate and proportionate provision, and other matters in relation to the child and young person.
- Offer relevant advice about legislation, SEND code of practice, reforms or priorities in education settings, services, or organisations.
- Advise on the effectiveness of proposed EHC plans, procedures, and provision.
- Advise on, and challenge the use of, the education setting's own resources and delegated budgets.
- Report any safeguarding concerns that may be identified in line with WCC's safeguarding procedure.
- Ensure there is robust scrutiny and option appraisals for provision, including the whole aspect of a child's provision (i.e. health, social care, and education).

Statutory SEND Panel representatives must uphold confidentiality in all cases considered at Statutory SEND Panel and act in accordance with the Data Protection duties of the LA and working together to safeguard children and young people.

Statutory SEND Panel members should not participate in decisions about cases which they are directly involved in or where there may be a conflict of interest (and as appropriate should leave the Panel whilst the relevant cases are decided upon).

Statutory SEND Panel members offer advice and recommendations that enable the Panel to make an informed decision which is evidenced based. Every effort is made to reach agreement on each case. Final responsibility for decisions is with the LA through the Chair of the Panel. To enable effective and informed decisions a minimum of SENDAR Manager (or Area Lead as delegated chair) and Senior Educational Psychologist for Statutory SEND Panel to be quorate.

Frequency and Structure of Panels

The Statutory SEND Panel meets weekly throughout the year.

Reporting Arrangements

Parents/carers and young people and schools/educational settings will be informed of the outcome of Statutory SEND Panel.

Review Arrangements

Terms of reference will be reviewed on a 2 yearly basis.