

Education, Health and Social Care SEND High Needs Provision Panel

TERMS OF REFERENCE 25/03/2026



Summary

The key purpose of the SEND High Needs Provision Panel is to:

- Finalise Education Health and Care Plans (EHCP's) where placement decisions are required to identify the following type of setting:
 - Specialist Resourced Provision,
 - Local Authority Maintained Specialist Provision
 - Independent Specialist Provision
- Agreement for young people to attend unregistered provisions, including; pre and post 16 Alternative Provision, and Preparing for Adulthood packages beyond delegated levels.
- Agreement and scrutiny regarding additional funding requests (in excess of delegated levels) from above provisions following Annual Reviews, and from changes to social care placements impacting on EHCP provision.
- Consider requests and agree EOTAS/EOTAC provision (Education Otherwise than at School/College)
- Consider requests from parents for Elective Home Education where the child attends specialist provision.
- Consider placement options for Tribunal cases.
- Confirm funding for Warwickshire Children in Care living outside of Warwickshire.

Scope

This aim of the SEND High Needs Provision Panel is to enhance **efficiency, transparency, and local decision-making**, to ensure all children and young people secure suitable educational provision in their local area wherever possible.

The SEND High Needs Provision Panel is responsible for ensuring a co-ordinated, equitable and transparent approach to placement and funding decisions. The SEND High Needs Provision Panel will consider whether requests for additional or high needs funding have documented evidence including professional advice evidencing this requirement according to the child or young person's needs. This evidence should follow the 'Assess, Plan, Do, Review' process and as appropriate with EHCPs, the Annual Review process following Warwickshire County Council's internal procedures and the 2015 Code of Practice guidance.

The SEND High Needs Provision Panel will promote the underpinning principles of the SEND Code of Practice 2015

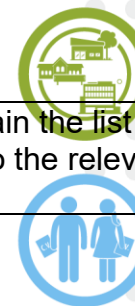
- Agreements, wherever possible, to place children and young people in suitable settings in their local area, in line with parents' and young peoples' preferences
- Aspirational and person-centred planning
- Empowering and promoting equalities and preparation for adulthood
- Evidence-based and needs-led decisions that represent an efficient use of resources
- Safeguarding and working together for positive outcomes for children and young people



Panel Members and their Responsibilities

Role	Role on Panel
SENDAR Delivery Lead for Annual Reviews	Panel Chair - Responsible LA Officer for decisions on placement in resource provision, pre and post 16 Alternative Provision, state specialist provision, independent specialist provision, PFA packages beyond delegated levels, and additional funding requests from these provisions
SENDAR Area Leads	Delegated Chair – to ensure consistency in decision making, to share understanding about local area provision, the graduated response, education placements and sufficiency
Education experts, such as an educational psychologist or Specialist Teacher	Advice on psychological needs of child/family and interventions, compliance with statutory duties Advice on suitability of provision, and the graduated response
School Leaders (Mainstream and/or Special/College)	Schools' and settings' perspectives in relation to appropriate school-based interventions and delegation of funding. Advice on general school improvement and school duties relating to SEND.
Senior Early Years Practitioners	Advice from an Early Years' perspective in relation to appropriate early years-based interventions, funding and provision as well as access to external services
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
Social Care including Disability Transitions Team (Adult Social Care)	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
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The panel must be attended by:

- 2 members of the SENDAR team, one of which must be the panel chair/delegated chair.
- at least one external stakeholder (eg school rep, EP, or social care)
- a social care rep must be present when social care elements require agreement
- a health rep must be present when health elements require agreement

SEND High Needs Provision Panel members should work to:

- 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
- ensure that all provisions have been scrutinised for efficient use of LA resources.
- 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).

SEND High Needs Provision Panel representatives must uphold confidentiality in all cases considered, act in accordance with the Data Protection duties of the Local Authority and work together to safeguard children and young people. SEND High Needs Provision Panel members should not participate in decisions about cases they are involved with on a personal level and should alert the chair of this and leave the panel whilst those decisions are discussed and agreed.

SEND High Needs Provision 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.

Frequency of Panels

The SEND High Needs Provision Panel is organised and managed in a locality basis and meet every 1-3 weeks throughout the year, depending on need. Locality Panels are arranged in the following way:

- North – North Warwickshire, Nuneaton and Bedworth
- Rugby – Rugby
- Centre South – Stratford and Warwick districts

Panel Administration

Panel members will be sent the minutes via secure email, at least 4 days in advance of the panel meeting. Minutes include, for each young person:

- A Case Summary compiled by the EHC Plan Coordinator
- A copy of the latest EHCP
- Additional information if required, e.g. consultation responses, costings, Annual Review information

Panel members will be expected to read all of the information prior to attending the panel. The panel chair will then ask for members' rationale regarding their position for each request. The final decision rests with the panel chair after all views are taken into account.

Reporting Arrangements

Young people, parents/carers, contributing professionals and settings will be informed of the outcome of SEND High Needs Provision Panel via email or telephone call, and placement decisions also confirmed in Section I of the subsequent final EHC Plan. If the panel have not been able to agree a placement in a setting in line with preference(s), the panel chair will offer a further conversation with the family/careers/young person about why this decision has been made.

Review Arrangements

These terms of reference will be reviewed on an annual basis.

