

**Coventry Request for Education, Health and Care Needs Assessment Process Guide – Documentation for use from Academic Year 2019**

**Introduction**

Coventry holds a weekly multi-disciplinary panel where decisions are made as to whether it is necessary to undertake an Education, Health and Care Needs Assessment. The panel is made up of professionals representing Health, Social Care, Education, Education Psychology and a representative Special Educational Needs Co-ordinator from a Coventry school.

The request documentation is sent out at least 7 days in advance to allow professionals an opportunity to carefully review the request information and check which services the child/young person is known to.

This process guide outlines the set of documentation used for requesting statutory assessment and has two flow charts attached. The first flow chart outlines the RSA process for partners. The second flow chart outlines the RSA process from a parent/carer or young person’s perspective.

**Documentation**

Below is a list of documentation and who has responsibility to complete this:

1 **Checklist for RSA external** (education setting to refer to this). This is a check list for SENDCo’s to follow when checking that the setting has followed a graduated pathway and can provide enough evidence to demonstrate an EHC Needs assessment is required. This checklist must be read in conjunction with the ‘Ordinarily available provision’ outline. This document outlines Coventry’s expectations of what must be delivered by settings using the schools/colleges own notional resource before submitting an EHC needs assessment request.

**2 Ordinarily Available Provision** – this document sets out Coventry’s expectations of all settings and should be consulted to ensure settings have followed a graduated pathway and can provide evidence of these interventions. There is one for early years, schools and post 16.

3 **Indicators of Need** – this is to be read in conjunction with RSA checklist by Education settings and LA. This sets out the four areas of need and how these may be manifested in the child/young person.

4 **RSA document, Family Conversation, About Me, My Plans/reviews, relevant external reports.** There are three RSA documents one for early years settings to complete, one for schools/colleges and a shorter version for submission with a set of My Plans. When submitting a request settings must to ensure that a Family Conversation, About Me, My Plans/reviews and relevant external reports have been submitted with a fully completed RSA document. (reports/my plans/reviews must be within last 12 months)

5 **Checklist for RSA internal** (Local Authority). The EHC Plan Coordinator will use this checklist as a guide when reading the RSA to check if the submitted request is complete. This will provide guidance as to whether the view is that it meets the threshold for assessment to be agreed. The Plan Co-ordinator will take this to the multi-disciplinary panel to present an overview of the request.

6 **EHC Need Assessment process** – This is available on the Local Offer sets out how Coventry undertakes EHC needs assessments. This information is for schools, parent/carers and the young people.

**Overview of RSA Process for Partners**

**Overview of SEND Request or Statutory Assessment (RSA) Decision Making Process – Parent Guide**