



Information Governance Team

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Dear Sir/Madam

Freedom of Information Act 2000 (FOIA)

Request ID: FOI873968585

Thank you for your request for information relating to EHCP Provision and Placement Panel.

You have requested the following information:

This request is therefore intended to obtain information about the Local Authority's own policies, procedures, decision-making arrangements and records, rather than to suggest that a particular model or process should be followed.

Please provide the following information:

1. Does the Local Authority operate a Provision and Placement Panel, SEND Placement Panel, EHCP Panel, or any equivalent panel/process that considers requests relating to educational provision or placement for children and young people with EHCPs?

No, Coventry does not operate provision and placement panel.

2. If yes, please provide a copy of the current:

- **Terms of Reference;**
- **policy;**
- **guidance;**
- **procedure; or**
- **other document describing the operation of the Panel/process.**

Not applicable.

3. Please also provide copies of previous versions of the relevant Terms of Reference, policy, guidance or procedure held by the Local Authority for the previous five years, including the dates on which each version was in operation, where this information is held.

Please see document attached.

Decisions are made between the Phase Lead and link EHC Plan Co-ordinator during weekly meetings. The decisions made are recorded on a tracker.

Placement decisions about independent school placements or very high cost provision are made at a fortnightly complex case discussion which includes the Operational Lead for Statutory Assessment and Review Team and the Head of SEND. An agenda is used with case details and the Phase Lead from the representative team presents the case background. Further actions and decisions are recorded.

The supply of information in response to a FOI/EIR request does not confer an automatic right to re-use the information. You can use any information supplied for the purposes of private study and non commercial research without requiring further permission. Similarly, information supplied can also be re-used for the purposes of news reporting. An exception to this is photographs. Please contact us if you wish to use the information for any other purpose.

For information, we publish a variety of information such as: [FOI/EIR Disclosure Log](#), [Publication Scheme](#), [Facts about Coventry](#) and [Open Data](#) that you may find of useful if you are looking for information in the future.

If you are unhappy with the handling of your request, you can ask us to review our response. Requests for reviews should be submitted within 40 days of the date of receipt of our response to your original request email: infogov@coventry.gov.uk

If you are unhappy with the outcome of our review, you can write to the Information Commissioner, who can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or email icocasework@ico.org.uk.

Please remember to quote the reference number above in your response.

Yours faithfully

Information Governance