

# Change of Placement Request

(by School/Setting/Parent/Carer/Professional)



Discussion at EHC Specialist Teaching Team (ESTT) Meeting to share information on child/young person by SEND Service member

Specialist Provision Consultation Forum

Further intervention required to support child/ young person

SEND Service member discuss and share recommendations and advice with Parent/carers/school/setting usually within 10 working days

Where a change of placement for a child/ young person is being requested there must have been:

- Involvement from a member of the EHC Specialist Teaching Team (ESTT)
- Parents/ carers should have notified their contact from the team of their preferred setting.

The following information/ actions may be considered by specialist schools:

- Parent/ carers choice of settings
- Specialist Provision Consultation Forum document completed by EHCP Outreach Team member
- EHCP
- Other supporting evidence including videos arranged by the ESTT member
- Observation by the specialist setting

Placement agreed at new setting

Change of placement not agreed

SEND Team to notify parent/ carer of outcome and the expected date which will usually be the start of the next term or academic year

Following steps may happen:

- Views of other professionals gathered
- Further support to school offered
- Different setting offer observation
- Consult with other Local Authorities to seek placement