

Process for Settings/Schools concerned About Meeting Needs of a Pupil with an EHCP.

Below outlines the process settings and schools are required to follow if they have concerns about meeting the needs of a young person within their setting. This process applies to children who attend both mainstream and specialist provision in Milton Keynes.

Step 1. Meet with Parents/Carers

- **Purpose:** Review the current provision and the young person/young person's needs.
- **Actions:**
 - Discuss what is currently in place.
 - Explore whether further adaptations or support can be made within the setting.
 - Explain that you will be contacting the SEND Support Team for advice/guidance.

Step 2. Contact SEND Support

- **Action:** email to the SEND Support Team: sendsupport@milton-keynes.gov.uk
- **Content:**
 - Outline your concerns about meeting the young person's needs.
 - Include relevant details from the meeting with parents.
 - Request advice, guidance, or support by completing the request for involvement paperwork.

Step 3. Await SEND Team Response

- **What happens next:**
 - The SEND Team will review your request and follow their process outlined on Local Offer
- They may:
 - Arrange a callback.
 - Provide support via email.
 - Offer an observation or consultation.
 - Attend a meeting with yourselves and family to discuss placement and provision

Step 4. Review the EHCP (if applicable)

- **Condition:** If the EHCP is **over 4 months old**.
- **Action:** Arrange a review of the EHCP to reflect any changes in need/ provision.

Important Notes

- **Settings/Schools cannot request a change of placement, the LA will no longer add requests for a COP from schools/settings to the SPAP agenda.**
 - Only the **young person's family** can initiate this by following the Change of Placement Process outlined on the Local Offer (Add link here)
 - The focus should remain on how the young person's needs can be met **within the current setting**.
 - The family should have researched the range of specialist provisions and what their offer is based on the entry guidance available on the Local Offer (Add link here)
 - Settings/schools should not be recommending placements or encouraging placement changes if the family do not initiate a request
- If the **parents do not agree** that a change of placement is appropriate, the school must continue to explore all possible adaptations and support options.
- If a change in placement is agreed, this will ordinarily take place at the start of a new academic year, the LA will share the outcome of SPAP with both the family and the school via email within 2 weeks of the panel taking place. We will not respond to multiple requests for updates outside this process
- SPAP will confirm the final decision on placement (made by the Local Authority) of the young person and all members of the partnership should respect that decision, if families do not agree they will be given the right to appeal which the Local Authority will advise on, including where they can seek support and advice