Achieving For Children, RBWM Special Educational Needs and Disability (SEND) Panels

Terms of Reference for Panel A and Panel B



1. Introduction for both panels

The purpose of Panel A and Panel B is to have a collaborative, multi-professional decision making process, with representatives from Education, Health and Social care for the following requests:

- Education, Health & Care Plan (EHCP) assessment
- Significant change of need or placement for a children & young people with an EHCP
- Additional resources and specialist school placements for young people

We welcome best practice and professional advice, time and commitment from Education, Health and Social Care teams, including school representatives who are essential in ensuring that we have a wide range of experience represented.

2: Confidentiality

All panel papers and discussions are confidential. Panel members are asked not to share any details of panel papers or discussions outside of the panel meeting. Papers are sent via a password protected email and should be destroyed after the panel.

3: Conflict of Interest

If a member of the panel is employed by a child's/young person's school, or has another conflict of interest, then we ask them to remove themselves whilst discussions are being held in order to retain impartiality of decision making.

4: Membership

- Members of the panels are expected to attend regularly to ensure consistency in relation to decision making.
- Members will need to allow time to read the documentation for that week prior to the meeting.
- If a member is unable to attend a meeting, it is their responsibility to inform the chair, the SEN case officer who coordinates the panel cases and the SEND Manager of their absence as soon as possible.

5: Venue

• Online, platform (Googlemeets).

Panel A

Role and Function

- Considers whether or not to undertake a new EHC needs assessment following a request.
- Agrees whether or not to issue an EHC Plan following the assessment.

Timing

 Panel A meets weekly on Wednesday afternoons from 3.00 - 5.00 unless exceptional circumstances require a change. Any changes will be notified at least two weeks in advance.

Papers

• Papers are circulated by the close of play on the preceding Friday.

Panel A membership

- SEND Team Manager Chair
- Senior Educational Psychologist
- Social Care Manager CYPDS team
- Early Years SENCO
- School representative from each phase.
- Manor Green Special School

Administration for Panel A is provided by the Case Officer from the SEND Team.

Panel B

All decisions about Special Educational Needs funding and placement are made based on advice from the Local Authority's Panel B. This process is guided by the Local Authority's statutory duties, Section 43 of the Children and Families Act, 2014. This ensures that we take a consistent and carefully considered approach to funding and placement decision-making that is in the best educational and developmental interests, wellbeing and welfare of the child and young person. The outcomes from the panel therefore represent the shared decision of the Local Authority and RBWM schools.

Role and Function

- Considers resources required to meet the needs identified within an EHCP
- Considers requests for equipment for education.
- Considers change of placement requests, including any requests for residential placements
- Sets out reasons for decisions made following Panel advice. It is expected that the school/parent template is used to communicate and feedback the decisions of panel related to change of placement requests and or requests for additional resources
- If a setting disagrees with Panel b's decision:

The LA would expect the setting to use the funding that has been allocated to support the child/young person for a further two terms before requesting a banding increase again. If there is a concern that Panel b made the decision without sight of all the relevant information, or there is evidence of new information, the school should discuss this with their Assessment Coordinator in the first instance and then the SEND Manager, as appropriate.

In exceptional circumstances the Panel may record urgent decisions to meet an individual need, made outside of the panel schedule.

Timing

 Panel B meets weekly, usually on Thursday afternoons from 3.00 - 5.00. Additional meetings may be held when there are specific placement requests. e.g. residential placements. Members will be informed of any changes at least two weeks in advance.

Papers

Papers are circulated on the Tuesday prior to the meeting.

Panel B Membership

- Principal Educational Psychologist Chair
- SEND Team Manager SEND Service
- 0 16 EHCP Manager or PfA Manager (16 25) SEN Team
- School representative from each phase
- Social care manager CYPDS team

There is a termly rota system to enable Headteachers to commit to attending for a minimum of one term. This will enable a range of Head teacher representatives from different age phase schools and specialist provision to attend. There is also a permanent Headteacher representative who provides a benchmark role for the panel.

Administration for Panel B is provided by the Case Officer from the SEND Team.

Assessment Coordinators prepare papers to be considered with regards to resource requests or change of placement requests (where there are financial implications) for panel. If they attend, their role will be to answer questions from members, but are not involved with final decision making. The final decision sits with the Chair.