

A GENERAL GUIDE TO SERVICES for COMMON REQUESTS.

AN INITIAL CASE REVIEW or REQUEST for SUPPORTING THE ANNUAL REVIEW of an EHC PLAN (EHCP)

Utilising our unique combination of education and legal sector experiences, we will review all your existing documentation that relates to your child's needs. We will provide you with written advice containing detailed feedback on the strengths and weaknesses of the evidence that you have.

Our review will include advice on your existing reports, consideration of further evidence required and how to obtain it; advice on next steps and the best strategies to implement, moving forward. This review identifies the necessary provision for your child and/or young person, as well as highlighting the information that you will need when taking the next steps.

For Annual Review, we review the documentation that is issued by school (this varies in depth from school to school), advise on areas to follow up, draft parental feedback forms, and help prepare for a fruitful meeting. We attend Annual Review meetings virtually (online) with parents/carers: this is included in the total fee (approximated below).

Approx. £500 - £700 [Dependent on complexity & volume of documentation.]

INITIAL EHC NEEDS ASSESSMENT (EHCNA) REQUEST

Once your evidence is collated (reviewed and noted) and your case is as strong as possible, your first step in the EHCP process is an Education and Health Care Needs Assessment (EHCNA). We draft a thorough letter of application for EHCNA, utilising your evidence and offer regular correspondence with you throughout. We submit the application on your behalf, to secure an assessment of your child's needs from your Local Authority; we then liaise with the Local Authority throughout.

Once submitted, the Local Authority has six weeks to respond and if the request is agreed, the Local Authority will begin the Needs Assessment process.

Approx. £300-£800 [Dependent on if this is an ongoing case, complexity & volume of documentation.]

APPEALING A REFUSAL TO ASSESS DECISION

Sadly, it is not uncommon for Local Authorities to refuse initial applications for EHCNA. We review the application and consider appropriate amendments, changes in strategies and guide on necessary, additional supporting evidence. We then draft the Grounds of Appeal and advise parents throughout: this might include signposting to other assessments. This includes our liaising with the SENDIST Tribunal and managing Tribunal Directions. Mediation with the Local Authority can be supported, if preferred.

Approx. £400 - £800 [Dependent on if this is an ongoing case, complexity & volume of documentation.]

ADDITIONALLY: If an EHC Needs Assessment (EHCNA) is agreed, the Local Authority (LA) will organise its own assessments directly with Parents. We review these LA reports and advise on next steps. We offer assistance with other evidence, or other services, or liaison with school/others - we support the finding of most appropriate schools and liaise with School Admissions Departments, if required - and various other aspects that suit the needs of individual families.

By sixteen weeks (i.e. sixteen weeks from the initial submission of your application), the Local Authority is required to make a decision about issuing an EHCP. Sometimes this does not happen as it ought. We address non-compliance and support families with this situation. Our hourly rate of £103 applies to the sort of work that is referred to in this information box.

APPEALING REFUSAL TO ISSUE AN EHC PLAN

If the Local Authority refuses to issue an EHC Plan, we then prepare and submit the grounds of your appeal as well as collate the evidence, to present a comprehensive appeal to the SEND Tribunal against this Refusal to Issue an EHCP. We advise families as necessary, which might include signposting for other assessments. Our services include updating families throughout the appeal; liaising with nurseries/ schools, various experts, the Local Authority and the SEND Tribunal; we deal with many aspects such as matters relating to the legal bundle and witnesses.

Our role includes liaising with the SEND Tribunal and following Tribunal Directions.

Approx. £900 -£1,500 [Dependent on if this is an ongoing case, complexity & volume of documentation.]

We represent families at the appeal hearing of the SEND Tribunal at £725 for the day.

OPTIONAL EXTRAS:

As all families vary in their experiences, some Parents seek more additional support than others, after an appeal has been submitted (ie. much more than submitting an appeal).

For instance, some request extra support in attendance at school meetings or multi-disciplinary meetings with parents; or in supporting the completion of application forms for other bodies; or in explaining further reports; or in searching for specialist schools; or in advising on educational options; or in advising and signposting for issues around social care, adoption services and mental health concerns; or in seeking support to unpick the implications of different diagnoses for a child and the family via ZOOM / telephone calls or extensive written means.

Our hourly rate of £103 applies to this type of work. Such "optional extras" are varied and are bespoke to family needs. As not all families require these services, they are not "built into" appeal costs.

APPEALING THE CONTENT OF AN EHC PLAN (SECTIONS B/F/I)

If an EHC Plan is issued, but you are dissatisfied with its contents and school placement, we prepare an appeal which addresses:

- Description of special educational needs (Section B)
- Necessary special educational provision (Section F)
- School Placement (Section I).

This appeal includes but is not limited to constant review of evidence, preparing Grounds of Appeal, editing and managing all the editing of your Working Document, liaising with and responding to the Local Authority's Tribunal Officer and meeting Tribunal Directions. We provide continual advisory services throughout the appeal process, up to the Final Hearing date. The final Working Document will eventually become your newly Amended EHC Plan.

Approx. £1,700-£2,500 [Dependent on if an ongoing case, complexity & volume of documentation.]

We only offer representation at SEND Tribunal to our existing clients: this is at £725 for the day.

Additional costs will apply to appeals involving health and/or social care aspects (at £103 per hour) and extended appeals (these comprise two days).

www.jeannettebidder.co.uk

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We provide families with a monthly invoice – after services are provided - to avoid accumulating costs. Please do ask for information if you have any queries about other SEN appeals or require other support.