

**Locality SEND Processes – Stage 2, Panel:**

**Consideration for Request to Assess for EHC Needs Assessment**

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| **Locality:**  | **Date:** | **Venue:**  | **Outcome:**  |

Attendees:

Apologies:

Confidentiality/Data Protection:

We will observe complete confidentiality of the information on specific children inside this meeting. We will not disclose any confidential or personal information about a pupil or parent/carer to any **unauthorised** person.

We will act in accordance with the law when handling personal and other information. Special care must be taken when handling personal and confidential information and never use it inappropriately. We will not store personal information of pupils in paper or electronic form.

Points of the law to satisfy:

* **The child or young person has or may have special education needs and**
* **It may be necessary for special education provision to be made for the child or young person in accordance with an EHC plan**
* **LA decision-makers applying a stricter test is not lawful.**

Notes:

The embedded outcome spreadsheet should be completed and then saved. To do this open the spreadsheet, complete it and click save. It will automatically embed in this document. This document should then be sent to the SENDSAR Service for information and information shared with the school. The information recorded will include the following:

* Child name and DOB
* School
* Information about locality stage 1 and 2 decisions
* Funding provided
* Any other relevant information