

**November 2017**

## **Statutory Special Educational Needs Panel Terms of Reference**

### 1. Purpose

The Statutory SEN Panel decides

- a. Whether a child/young person meets the criteria for initiating an Education, Health and Care (EHC) Needs assessment.
- b. Whether at the conclusion of an EHC Needs assessment an EHC plan should be issued.
- c. The appropriate educational placement and/or resources for a child/young person who has an EHC plan or a statement of special educational needs (SEN).
- d. Whether it is appropriate to cease a child/young person's EHC plan or statement of SEN.

Review sampling also takes place when there is capacity on the agenda for the Statutory SEN Panel

### 2. Membership

The Statutory SEN Panel consists of:

- Members of the SEN Assessment and Provision Team
- Member of Children's Psychology Service
- Representative of Children's Social Care
- Cornwall's Designated Medical Officer
- Representatives of schools and settings – SENCOs or headteachers

the Statutory SEN Panel is considered quorate when at least three of the members are present. A record of those attending is kept. Observers may attend the Statutory SEN Panel bookings need to be made in advance due to room size. Observers are welcomed re transparency and to support professional staff development.

### 3. Decisions

Recommendations and decisions are based on the written evidence presented. Appropriate time is allocated for each case. The final responsibility for statutory Special Educational Needs lies with the Local Authority and the final decisions at the Statutory SEN Panel always rest with the officer of the Local Authority who is chairing the meeting. Checklists for evidence submitted, needs/provision/units guides to inform top ups, specialist provision banding summaries and the Local Authority's EHC needs assessment criteria all inform decision making.

4. Record keeping

Decisions are recorded on individual decision sheets. A summary of the decision is kept and circulated weekly to key services.

5. Declarations

If someone in a the Statutory SEN Panel meeting has any direct involvement, or potential conflict of interest, in relation to a case the member declares an interest as soon as possible and does not speak about the case until asked to do so by the chair.

6. Operational arrangements

The Statutory SEN Panel meets weekly on Monday afternoons. The agenda of names to be discussed is sent to health and social care at least six days before a the Statutory SEN Panel meeting. Sets of papers are available for other panel members six days before each the Statutory SEN Panel meeting. Observers of the Statutory SEN Panel can look at the papers prior to each meeting from 12 noon onwards.

7. Confidentiality

All case considered by the Statutory SEN Panel are of a confidential nature and should not be discussed outside the Statutory SEN Panel. Observers are not allowed to take any notes they have made with them when they leave.

8. Review

The Statutory SEN Panel procedures and these terms of reference will be reviewed annually and /or in the light of any changes in legislation, guidance or local authority procedures. The next review will take place before the end of September 2018.