



EHC Plan Co- Production Meeting Guide for Parents, Carers, Children and Young People

What is an EHC Plan Co-Production Meeting and why does it happen?

An EHC plan Co-Production meeting is a chance to **discuss** the **Proposed Document**.

The Proposed Document is what the Education, Health and Care (EHC) plan might look like and what it might include. The Proposed Document is written using **information** and **advice** from:

- Parents, carers and/or young people,
- the school/nursery/college
- health and/or social care professionals.

The EHC Plan Co-Production meeting is a chance for the Local Authority (“LA”) to **listen** to the people and professionals who know the child or young person, gaining their views on the Proposed Document.

It is a chance to read through and talk about the Proposed Document, considering whether it reflects the child or young person’s needs.

The Local Authority listen to the views of the parent and professionals at the meeting, taking on board the feedback given. The aim of the meeting is to ensure the quality of the EHC plan through a discussion with the people who know the education, health and social care needs of the child/young person.

The meeting is non-statutory. This means that parents, young people, schools or colleges, health and social care professionals are invited to attend, but attendance is **non-compulsory**.

When is the EHC Plan Co-Production Meeting?

An EHC plan Co-Production meeting may happen in **weeks 11 to 12** of the 20 week EHC plan application process. Invites may be sent before the meeting. The Proposed Document may also be sent before the meeting, so that if parents and professionals wish to, they can look over the Proposed Document before the EHC Plan Co-Production meeting.

What can you expect?

As the meeting is **non-statutory**, it is not a formal meeting. It is a chance to talk about the **Proposed Document**, and the LA to listen to the views of the parents, carers and/or young people, and professionals who know the child/ young person.

The EHC plan Case Officer from the Local Authority may lead the meeting.

You may go through the sections of the **Proposed Document** and talk about whether the sections reflect the child/young person's needs and the support that is needed.

The sections of the Proposed Document are:

A: The views, interests and aspirations of parent, carer/ young person/ child. *This is written using information submitted by the parent/ young person.*

B: Special educational needs (SEN) *This may be written using information and advice given by professionals.*

C: Health needs related to SEN *This may be written using information and advice given by health professionals.*

D: Social care needs related to SEN *This may be written using information and advice given by social care professionals.*

E: Outcomes - how the extra help will benefit your child *Outcomes may be discussed at the meeting. Outcomes are goals that the child/young person is working towards. Outcomes can be written through discussion with the parent/young person/child and the professionals who understand the child/young person's needs, with advice from the EHC plan Case Officer. You are part of this discussion and your views should be considered.*

F: Special educational provision (support) *This may be written using professional reports.*

G: Health provision *This may be written using information and advice from healthcare professionals.*

H: Social care provision *This may be written using information and advice from social care professionals.*

I: Placement - type and name of school or other institution (this will remain blank in the proposed document) *You may be asked for your preference: whether you think that the current nursery, school or college placement is suitable. If you are requesting a change of placement, you will be asked which type of school you would prefer or the name of a school you would like to attend.*

J: Personal budget arrangements. *For an explanation on personal budgets, and further information, visit the Bexley Local Offer website: [EHC Plans - Personal Budgets | Bexley Local Offer](#)*

K: Advice and information – *this may be a list of the information gathered during the EHC needs assessment process*

How do I prepare for an EHC Plan Co-Production meeting?

Before the meeting:

- You may be sent the Proposed Document before the meeting, which you can read through if you wish.

- From the Proposed Document, you could make a note of any words or language that you do not understand. You can ask the professionals at the meeting to clarify anything that you are not sure about.
- Make a note of any questions you might like to ask.
- Make a note about what you would like to say, about the needs of the child/ young person. You could also make a note about the support in the Proposed Document that you think best benefits the child/young person.
- Make a note of your **preference** in terms of nursery/school/college placement. Do you wish to remain at the current nursery/school/college? If you are requesting a change of placement, make a note of the school or type of school you would like to attend and why. For further information on types of schools, a map of all schools in Bexley and a list of special schools and resource provisions, visit the Bexley Local Offer Website. Click here: [Schools - Specialist Resource Provisions, Special Schools, Out of Borough and Section 41 C&F Act Approved List | Bexley Local Offer](#)
- If needed, let your child's EHC plan Case Officer know about any reasonable adjustments that may need to be put in place for you at the meeting. For more information on reasonable adjustments, visit the Equality and Inclusion page of the Bexley IASS website. Click here: [Equality & Inclusion | Bexley IASS](#)

At the meeting:

- You may wish to take a friend who could make notes for you during the meeting.
- You may wish to make some notes during the meeting.
- If you are unsure about what is being said, ask the professionals to explain.

After the meeting:

- The next step is that the Local Authority decides whether or not to issue a final EHC plan. The Proposed Document and supporting evidence may be submitted to be discussed at the next available special educational needs (SEN) panel. The SEN panel is a team of multi-disciplinary professionals. Your EHC plan Case Officer/ EHC plan Support Officer will inform you if a final EHC plan has been issued and advise on what will happen next.

For further information on the 20 week assessment process, visit the Bexley Local Offer. Click here: [Education, Health and Care Plans - The Assessment Process in Bexley | Bexley Local Offer](#)

If, at any point, you have any questions or concerns, contact Bexley IASS (Bexley Information, Advice and Support Service)

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