

11th March 2019

	For Action	For Information	Meeting
To: Headteachers of all schools	✓		
Copies to: Chair of Governors, SENCOs		✓	

Dear Colleague

SEN Assessment Team Decision-Making Panels

The SEN Assessment Team currently operates two different decision-making panels across three meetings each week. We are in the process of widening representation on these panels and write to seek support from school-based colleagues in these processes.

We would like colleagues from schools to join these panels to aid our decision-making and to contribute to the decisions from a frontline perspective of supporting pupils with SEN. It is also hoped that your attendance would enhance the open and transparent nature of the decision-making.

Whilst we appreciate the commitment is significant it is important to us that we achieve consistent representation able to regularly contribute to the meetings and to regularly feedback to colleagues. In time this will enable feedback to improve processes and the sharing of good practice and knowledge across school locality groups.

Initially we are seeking representation to join the EHC Needs Assessment Consideration Panel. There are two meetings of this Panel each week during term time. They are held on a Tuesday, 10am to 2pm. One meeting is in County Hall, Chichester and one is in County Hall, Horsham. We would ideally have attendance from one primary SENCO and one secondary SENCO at each meeting. We appreciate you could not commit to attend every week so we would seek a rota approach with perhaps 3 primary SENCOs and 3 secondary SENCOs attending at least once every 3rd week. We would require this commitment for 1 term initially, and would then look to identify a different set of 3 SENCOs the following term.

Alongside attendance at the meeting we would seek commitment to feedback your experiences to your own locality meetings (observing appropriate confidentiality). We would also seek your involvement in a review process of your experiences, therefore enabling us to learn and develop using your

feedback. It might be possible to be creative about this element using electronic or other means rather than requiring attendance at further meetings.

If you would like to express your interest in joining these panels I would ask that you contact me via email. A suggested template for your email is below to ensure I receive the information I require to move this forward. Please express your interest by **Tuesday 23rd April 2019**.

If you have any questions please do not hesitate to contact me direct using the contact details at the top of this letter.

Yours sincerely,

JO HILL

Service Manager, Special Educational Needs Assessment Team

Suggested email template:

Dear Jo,

I would like to express my interest in joining the EHC Needs Assessment Consideration Panel in[*insert venue Chichester or Horsham*].

I would be representing [*insert age range 'primary' or 'secondary'*].

I would be able to attend every[*insert frequency every week, every other week, every third week*].

I am available from [*insert relevant term Summer 2019 (likely to start after May half-term), Autumn 2019, Spring 2020 or Summer 2020*].

I understand I will need to contribute to review processes of this arrangement and am committed to feeding back to colleagues in my locality.

I understand that feedback will be generic in nature observing an appropriate approach to confidentiality. My feedback is to enhance my colleagues' knowledge of the process and to improve the decision-making process. It is not to discuss individual settings or pupils.

Kind regards

[your name and contact details].