



Autumn Term 23

September

- ★ Priority 1: Hold EHCP Annual Reviews for Phase Transfer pupils (Early Years-Reception/Primary, Infants-Juniors, Primary-Middle/Secondary and Junior-Secondary)
- ★ Priority 2: Hold EHCP Annual Reviews for non-phase transfer pupils who may need specialist provision from next academic year
- ★ Priority 3: Hold EHCP Annual Reviews for pupils moving to Post-16 educational settings next year

October

- ★ 5 October: School Census date
- ★ 18 October: Deadline for HNF application spreadsheet submission
- ★ 27 October: Deadline for submitting Annual Review paperwork for Priority 1 Phase Transfer pupils as above

November

- ★ 3 November: Deadline for HNF evidence submission
- ★ 30 November: Deadline for submitting Annual Review paperwork for non-phase transfer pupils who may require specialist provision from next academic year and for pupils moving to Post-16 provision next academic year

December

- ★ Spring Term High Needs Funding payment from SCC



Summer Term 24

May

- ★ 16 May: School Census date
- ★ 22 May: Deadline for HNF application spreadsheet submission

June

- ★ 7 June: Deadline for HNF evidence submission

July

- ★ Spring Term High Needs Funding payment from SCC
- ★ Schedule EHCP Annual Review meetings due in early Autumn Term

Notes on High Needs

Funding

First half of each term

Assess and decide on any applications for that term

Halfway point of each term

Submit application spreadsheet, followed by evidence if required

By end of each term

Agreed funding is released for the following term



Spring Term 24

January

- ★ 18 January: School Census date

February

- ★ 14 Feb: Deadline for HNF application spreadsheet submission
- ★ 15 Feb: EHCP to name placement for September 2024 for Priority 1 Phase Transfer pupils

March

- ★ 1 March: Deadline for HNF evidence submission
- ★ 31 March: EHCP to name placement for September 2024 for pupils moving to Post-16 provision next academic year

April

- ★ Summer Term High Needs Funding payment from SCC

Notes on EHCP Annual Reviews

Please ensure when setting Annual Review meeting dates that you allow enough time for all the following to be achieved:

The first review **must** be held within 12 months of the date when the EHCP was issued, and then within 12 months of any previous review.

The following invitees **must** be given at least two weeks notice of the meeting:

- The child's parents or young person
- A representative of the school
- A local authority SEN officer
- A health service representative
- A local authority social care representative

The school **must** seek information prior to the meeting from all parties, and send any advice gathered to all invited **at least two weeks prior**.

The school must send the report of the meeting to all invitees and to the LA within two weeks.

The LA's decision following the meeting must be notified to the child's parent or the young person within four weeks of the meeting **and** within 12 months of the date of issue of the EHCP or previous review.

Helpful Contacts

Inclusion Support Line (general SEND queries):

01473 265502 / localoffer@suffolk.gov.uk

Family Services:

Lowestoft & Waveney: 01502 521516 / SENDLW@suffolk.gov.uk
 West Suffolk: 01284 741234 / SENDWS@suffolk.gov.uk
 Suffolk Coastal / Ipswich: 01473 260670 / SENDSS@suffolk.gov.uk
 EHCNAs: 01473 263688 / EHCNArequest@suffolk.gov.uk

For more information visit www.suffolklocaloffer.org.uk and search "SENCO Central"



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