

## Autumn Term 24

### 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

- ★ **3 October:** School Census date
- ★ **23 October:** Deadline for HNF application spreadsheet submission
- ★ **25 October:** Deadline for submitting Annual Review paperwork for Priority 1 Phase Transfer pupils as above

### November

- ★ **8 November:** Deadline for HNF evidence submission
- ★ **29 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 25

### May

- ★ **15 May:** School Census date
- ★ **21 May:** Deadline for HNF application spreadsheet submission

### June

- ★ **6 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 25

### January

- ★ **16 January:** School Census date

### February

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

### March

- ★ **28 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](http://www.suffolklocaloffer.org.uk) and search "SENCO Central"**



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