

School Age Statutory SEND



Updates and Information from the DSPL 2 Reviews EHC Coordinators



HNF and Relevelling

If you would like to request an EHCP to be relevelled, this needs to be requested at annual review. You may wish to send a notification email to your EHCCO to let them know of your request.

The levelling is based on the Descriptors of Need Guidance which is available to you on the Grid. The level is determined on the contents of the EHCP, and no other documentation. If the plan is relevelled and needs to move banding, this will be adjusted accordingly and HNF will be notified.

Reviews



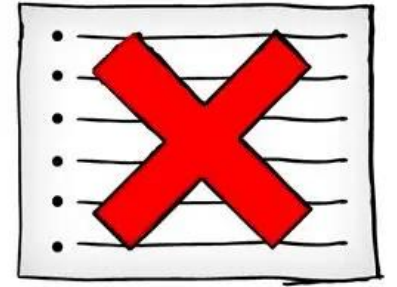
Section A

Please ensure that you are capturing the views of the child within your annual reviews.

This could be in any format- e.g. written, a painting/drawing, picture etc.

No child is too young or unable to express their views. Even if their view is that they like cheese and want to go to the moon.

Reviews Continued...



Section B

We are trying to move away from bullet points so please provide any updates to strengths and/or needs in prose.

Please also remove any outdated information. It is important that we have an accurate and reflective picture of the child to ensure that at phase transfer/provision panel the correct information is provided to settings and professionals.

Reviews Continued...



Section C

If there are any health needs, please ensure supporting letters from health professionals are attached so the LA is able to include diagnoses.

Section E

Please ensure your outcomes are SMART. EHCPs are being regularly audited and if a plan does not have SMART targets, it will automatically fail and will be sent back to you to redo.

Please also ensure that your targets align with the needs identified in Section B to improve the quality of the plans and create a golden thread.

Reviews Continued...

Section F



Please remove any quality first teaching strategies from the EHCP. These include Now and Next boards, visual timetables, differentiated curriculum, movement breaks etc which are available as standard good practice.

This is intended to tailor the EHCP to identify provisions which go above and beyond QFT and meet the individual CYP's needs.

Training

You can access training via the new [SEND Academy website](#). You should have received login details for your individual settings to access the members area.

If you are having difficulties accessing the platform, you can email sendacademy@hertfordshire.gov.uk



Data



Data on the number of EHCPs in settings can be found on the Hertfordshire Local Offer Page [here](#) for you to explore.

This information is to help inform parents when they are deciding on a setting for their child. It details the number of children registered with SEN and/or EHCPs in each setting.

Phase Transfer September 2026



Please ensure to have all your annual reviews completed by the October Half Term for any of your CYPs who are getting ready to move into their next setting.

This allows us time to consult and hold conversations with schools as required if concerns are raised and ensure that a suitable placement is identified.