

When referring: School should notify parents/young person/child of referral to LA. Schools should provide all relevant reports, written advice, information and action taken to address pupils needs to LA. School should consider involving EPS before referral. **School to notify corporate parents/social workers if CLA. PEP needs to be quality assured and agreed prior to sending to the LA IDP inbox.**

- Week 1**
- Case is brought to attention of LA **If EY and not in LA maintained setting—refer to EY forum. If professional referral for EY—direct them to EY forum referral. If CLA—involve Vulnerable groups Team and request current PEP. Application form on portal—CLA**
 - LA officer assigned and contact parent explaining process and arrange potential meeting date. Immediate acknowledgment. Parental phone call (script to be written). **If EY explain EY process and consent for EY forum referral.**
 - School advice requested – in the form of current IDP (if parent request) **/if the child is looked after—request current PEP/IDP if social worker and or parent/carer request** and any further information the school have.
 - ALN panel involvement form opened.

Week 2

- LA Panel

More info NEEDED:
 Seek info from professionals (**s65 letter**)
 Seek info from health professionals (**S65 letter**)
 Seek info from parents (PCP forms)
 Seek info from pupils (PCP forms – should be obtained by school – OPP included)
 Referral to EPS (if recent EP report can be used)
 Agree meeting date for PCP meeting.
 Seek steer from Specialist provision
 Any info provided to be comms logged and attached to involvement form.
Send acknowledge letter. (meeting date communicated)

Week 5
 Chase up info for panel to make decision.

By Week 6 (but hopefully before if all info needed is presented earlier)

- Panel decision based on information
- Decision letter.—3 potential decisions. To include all information gathered.

yes ALN LA IDP Proceed LA letter
yes ALN school IDP Proceed school IDP letter
no ALN No ALN letter

LA should maintain IDP

School should continue to maintain IDP

No ALN

- Invite professionals to PCP meeting in week 8. If they are unable to attend—submit professionals report. **Professional invite** (health) **Prof meeting invite/advice** (other professionals).
- If LA IDP agreed – LA communicate decision to school (specialist placement/PRU/small class)
- **Direct school to hold meeting and write IDP (PEP/IDP) with all parties if school is maintained by LA.**
- **If school not maintained by LA or EOTAS—LA officer to hold meeting and write IDP.**
- **If CLA—Vulnerable Groups Team Officer to attend meeting**

- LA to share information gathered with parents and school. **EY forum to do this if child is late referral and secured a place at maintained school.**
- School may choose to keep meeting date and invite professionals. S20 /Prof meeting invite/advice letters.
- **CLA pupils children/YP—school not to be directed.**

- Within 5 weeks of LA decision (if no IDP in place or needs updating)**
- Hold IDP meeting
 - Update IDP using advice and meeting notes as discussed .
 - Draft IDP shared with all parties.
 - Final IDP agreed.

- Week 8**
 PCP style IDP meeting with pupils, parents, schools, agency. **(if moving on to alternative provision within 6 weeks – this provision to be invited to meeting – they will need to write IDP (PEP/IDP) to suit their provision).**
- Complete IDP **(Please add or PEP/IDP)** using advice and meeting notes as discussed .
 - Submit to IDP **(Please add or PEP/IDP)** to LA with meeting notes and appendices. Is there health provision needed in 2c?

- Week 10**
- LA ratify IDP **(PEP/IDP)** and share draft IDP **(PEP/IDP)** with all parties.
 - **Draft IDP(PEP/IDP) letter.**

Week 12
 Final IDP **(PEP/IDP)** agreed. **Final IDP (PEP/IDP) letter**