

Part 1: Who am I and what's in my plan?

1.1 Who I am

I like to be known as:

My personal details

My first name:

My surname:

My date of birth:

My address:

My education

Current educational setting:

Current year group:

Next key transition point:

Date of next transition:

My plan

Main point of contact:

Email address:

Date of this plan:

Date of initial plan/statement:

Phone number:

To be reviewed by:

1.2 What's in my plan?			
	Statutory section ref.	Plan page no.	Date completed
Part 1: Who I am and what's in my plan completed by child/young person			
1.1 Who I am – the front cover of my plan			
1.2 What's in my plan – contents page			
1.3 About me – my views, interests and hopes for the future	Section A		
Part 2: Information gathered by me and my family completed by child/young person and their family			
2.1 What my family thinks is important to and for me	Section A		
2.2 Relevant history	Section A		
2.3 My family and significant people in my life			
2.4 Key information for looked after children / young people			
Part 3: Information about my special educational needs gathered and updated by the educational setting			
3.1 Special educational needs (SEN)	Section B		
3.2 Educational attainment and progress	Section B		
3.3 Special educational provision	Section F		
3.4 Education and learning history			
Part 4: Information about health and social care needs related to by special educational needs provided by health and social care professional			
4.1 Health needs	Section C		
4.2 Health provision	Section G		
4.3 Social care needs	Section D		
4.4 Statutory social care provision	Section H1		
4.5 Additional social care provision	Section H2		
Part 5: Information shared and agreed at my meeting completed/finalised by educational setting after review meeting			
5.1 My review contribution	Section A		
5.2 My family's review contribution	Section A		
5.3 Contributions from people who support me	Section K		
5.4 Views shared at my meeting			
5.5 Agreed outcomes	Section E		
5.6 Agreed actions			
5.7 Review record			
Part 6: Relevant advice and information that supports my plan provided by advice-givers and quality assured by the local authority			
6.1 Advice gathered during EHC needs assessment	Section K		
6.2 Additional information			
Part 7: Provision agreed by the Education, Health and Care Plan completed and agreed by EHC panels			
7.1 Named educational setting	Section I		
7.2 Personal budget	Section J		
7.3 Agreements			

1.3 About me – my views, interests and hopes for the future

Contributes to Statutory Section A

This section completed/updated on:

Have you filled in this section independently? Yes/No

If NO, who has supported this contribution?

Name:

Relationship/role:

How has this contribution been supported?

What I'm good at, interested in and enjoy:

What's important to me in the future – my longer term hopes and dreams:

Important information you need to know about me:

What helps me to communicate, and make my own choices and decisions:

What helps me to learn, be independent, play, enjoy my leisure time, spend time with friends and keep healthy?

Part 2: Information gathered by me and my family

2.1 What my family thinks is important to and for me

Contributes to Statutory Section A

This section completed/updated on:

Contributed by:

What our child is good at, interested in and enjoys:

What's important for our child in the future – our longer term hopes and dreams:

Important information you need to know about our child:

How to support our child to communicate, make choices and be involved in decision making:

What helps our child to learn, be independent, play, enjoy leisure time, spend time with friends and keep healthy?

Additional information:

2.2 Relevant history

Contributes to Statutory Section A

This section completed/updated on:

Contributed by:

Relevant history:

2.3 My family and significant people in my life

This section completed/updated on:

Parent contact details 1

Relationship:

First name:

Surname:

Address:

Telephone 1:

Telephone 2:

Email:

How do you wish to receive information? [Email](#) / [Letter](#)

Parent contact details 2

Relationship:

First name:

Surname:

Address:

Telephone 1:

Telephone 2:

Email:

How do you wish to receive information? [Email](#) / [Letter](#)

Who our child lives with

Name	Relationship	Additional information

Other people you need to know about

Name	Relationship	Additional information

People who can provide support and information		
Name and role	Information/support they can provide	Contact details Email/address and phone
GP	Information and advice about primary health care	

2.4 Key information for looked after children/young people

This section completed/updated on:

Is the child/young person Looked After (by the local authority)? **Yes/No**

Named social worker:

Legal status: **Voluntary agreement with parents (part 20)**
 (Delete as applicable) **Interim care order (part 38)**
Full care order (part 31)
Emergency protection order (part 44)

Name of person with legal responsibility:
 Who should educational reports be sent to?
 Who should day-to-day information be sent to?
 Who will attend education meetings?
 Who will give permission for school trips/work experience?
 Are there any special home–school transport arrangements?
 Who will fund school trips, etc?
 Are there any other important issues regarding care?
 Who should school contact in an emergency?

Care placements	Care placements	Care placements	Care placements

Part 3: Information about my special educational needs

3.1 Special educational needs

Contributes to Statutory Section B

This section completed/updated on:

Broad areas of need identified through the coordinated assessment:

Communication and interaction	Yes/No
Cognition and learning	Yes/No
Social, emotional and mental health difficulties	Yes/No
Sensory and/or physical needs	Yes/No

<p>Description of special educational needs and disabilities (SEND) on school census or ILR: <i>(please identify one primary need and any secondary needs)</i></p>	
Specific Learning Difficulty	Primary Need / Secondary Need
Moderate Learning Difficulty	Primary Need / Secondary Need
Severe Learning Difficulty	Primary Need / Secondary Need
Profound and Multiple Learning Difficulty	Primary Need / Secondary Need
Social, Emotional and Mental Health	Primary Need / Secondary Need
Speech, Language and Communication Need	Primary Need / Secondary Need
Hearing Impairment	Primary Need / Secondary Need
Visual Impairment	Primary Need / Secondary Need
Multi-Sensory Impairment	Primary Need / Secondary Need
Physical Disability	Primary Need / Secondary Need
Autism (including Aspergers Syndrome)	Primary Need / Secondary Need
Other Difficulty / Disability	Primary Need / Secondary Need
<p>Details of any specific diagnosis, and who has made this diagnosis:</p> <ul style="list-style-type: none"> • 	
<p>Relevant descriptors from City of York SEN Banding documents:</p> <ul style="list-style-type: none"> • 	
Specific identified need	Brief details of strength and needs
N1	
N2	
N3	
N4	
N5	
N6	
<p>3.2 Educational attainment and progress</p> <p>Contributes to Statutory Section B</p> <p>This section completed/updated on:</p> <p>Current educational attainment and evidence of educational progress</p> <p>Where screenshots or records are inserted here, information should be clearly referenced by source and date. A sentence explaining what the inserted data shows, in regards to expected levels and expected progress, should also be included:</p>	
<p>3.3 Special educational provision</p> <p>Statutory Section F</p> <p>This section completed/updated on:</p>	

Provision is funded within CYC SEN banding threshold:	
Special educational provision	
Strategies and key approaches	Specific identified needs this supports
•	
•	
•	
•	
Equipment and resources	Specific identified needs this supports
•	
•	
•	
Weekly timetable to support provision for academic year: <i>(please add date)</i>	
<p>Does the school receive pupil premium funding for the child/young person? Yes/No</p> <p>If YES, how is the pupil premium being used to support the child/young person's learning?</p>	

3.4 My education and learning history

This section completed/updated on:			
Educational settings/schools attended (including current provision)	Date from	Date to	
Attendance			
Academic year	Attendance percentage		
Exclusion			
Type of exclusion	Date effective	Duration (if fixed-term)	
Work experience and work related learning undertaken			
Relevant for Year 9 students and above. You can additionally note in the first column where placements were particularly successful, or if a student found that this type of work was not suited to them			
What	Where	Date from	Date to

Link courses attended			
Relevant for Year 9 students and above.			
What	Where	Date from	Date to
Part 4: Information about health and social care needs related to by special educational needs			
4.1 Health needs			
Statutory Section C			
This section completed/updated on:			
<i>Insert relevant section here</i>			
4.2 Health provision			
Statutory Section G			
This section completed/updated on:			
<i>Insert relevant section here</i>			
4.3 Social care needs			
Statutory Section D			
This section completed/updated on:			
<i>Insert relevant section here</i>			
4.4 Statutory social care provision			
Statutory Section H1			
This section completed/updated on:			
<i>Insert relevant section here</i>			
4.5 Additional social care provision			
Statutory Section H2			
This section completed/updated on:			
<i>Insert relevant section here</i>			
Part 5: Information shared and agreed at my meeting			
5.1 My review contribution			
Contributes to Statutory Section A			
This section completed/updated on:			
Have you filled in this section independently? Yes/No			
If NO, who has supported this contribution?			
Name:			
Relationship/role:			
How has this contribution been supported?			
What have been the highlights in the last year?			

What do you want to be able to do in the next 3–5 years?
What support is working well for you?
What would you like to do, learn or achieve in the next year?
Thinking about what you want to do, what would help you? This could be activities, equipment, adult support or the way people work with you.
Is there anything else you would like to say?

5.2 My family's review contribution

Contributes to Statutory Section A

This section completed/updated on:

Contributed by:

What have been the highlights in the last year?

What do you want for your child in the next 3–5 years? Are the long term goals/outcomes in the plan still appropriate?

What support is working well?

Planning short term outcomes for the coming year - are there specific things you would you like your child to do, learn or achieve?

Is there anything that you would like to be added or changed in your child's plan to help meet their needs? This could be activities, equipment, adult support or the way people work with your child.

Is there anything else you would like to say?

5.3 Contributions from people who support me

Contributes to statutory section K

This section completed/updated on:

Views contributed by:

Role:

Date of contribution:

What have been the highlights in the last year?
What's important in the next 3–5 years? Are the long term goals/outcomes still appropriate?
What support is working well?
Planning short term outcomes for the coming year - are there specific things you would you like the child/young person to do, learn or achieve?
Is there anything that you would like to be added or changed in the child/young person's plan to help meet their identified needs? E.g. specific provision, strategies, approaches, resources and activities.
Is there anything else you would like to say?

5.4 Views shared at my meeting

Statutory section E

This section completed/updated on:

What have been the highlights in the last year?	
At the last review, this is what we planned for the child/young person to do or learn:	How did the child/young person get on and did it make a difference?
Actions agreed at last review:	Were the actions completed and effective?
What's important in the next 3 to 5 years? Are these priorities reflected in the long term goals/ outcomes?	
What support/provision is working well?	
Are there plans in place to support independent travel?	
What does everyone want the child/young person to do learn or achieve in the coming year?	
What specific provision needs to continue, changed or be put in place to support identified outcomes?	

Other matters discussed

5.5 Agreed outcomes			
Statutory section E			
This section completed/updated on:			
Need 1:			
Long Term Goal (3-5 years):			
Outcomes for this year: What am I going to do or learn to achieve my outcomes	By when will I achieve my outcomes?	What support / provision will help me achieve my outcomes?	What difference will my outcomes make to me?
1.		<ul style="list-style-type: none"> Strategies / Key Approaches: Timetabled Sessions: Resources needed: (including staffing) 	
2.		<ul style="list-style-type: none"> Strategies / Key Approaches: Timetabled Sessions: Resources needed: (including staffing) 	
Who will support me to achieve these outcomes and monitor my progress towards achieving them:			
Need 2:			
Long Term Goal (3-5 years):			
Outcomes for this year: What am I going to do or learn to achieve my outcomes	By when will I achieve my outcomes?	What support / provision will help me achieve my outcomes?	What difference will my outcomes make to me?
3.		<ul style="list-style-type: none"> Strategies / Key Approaches: Timetabled Sessions: Resources needed: (including staffing) 	
4.		<ul style="list-style-type: none"> Strategies / Key Approaches: Timetabled Sessions: Resources needed: (including staffing) 	
Who will support me to achieve these outcomes and monitor my progress towards achieving them:			

Need 3:			
Long Term Goal(3-5 years):			
Outcomes for this year: What am I going to do or learn to achieve my outcomes	By when will I achieve my outcomes?	What support / provision will help me achieve my outcomes?	What difference will my outcomes make to me?
5.		<ul style="list-style-type: none"> Strategies / Key Approaches: Timetabled Sessions: Resources needed: (including staffing) 	
6.		<ul style="list-style-type: none"> Strategies / Key Approaches: Timetabled Sessions: Resources needed: (including staffing) 	
Who will support me to achieve these outcomes and monitor my progress towards achieving them:			
Need 4:			
Long Term Goal(3-5 years):			
Outcomes for this year: What am I going to do or learn to achieve my outcomes	By when will I achieve my outcomes?	What support / provision will help me achieve my outcomes?	What difference will my outcomes make to me?
7.		<ul style="list-style-type: none"> Strategies / Key Approaches: Timetabled Sessions: Resources needed: (including staffing) 	
8.		<ul style="list-style-type: none"> Strategies / Key Approaches: Timetabled Sessions: Resources needed: (including staffing) 	
Who will support me to achieve these outcomes and monitor my progress towards achieving them:			

Need 5:			
Long Term Goal(3-5 years):			
Outcomes for this year: What am I going to do or learn to achieve my outcomes	By when will I achieve my outcomes?	What support / provision will help me achieve my outcomes?	What difference will my outcomes make to me?
9.		<ul style="list-style-type: none"> Strategies / Key Approaches: Timetabled Sessions: Resources needed: (including staffing) 	
10.		<ul style="list-style-type: none"> Strategies / Key Approaches: Timetabled Sessions: Resources needed: (including staffing) 	
Who will support me to achieve these outcomes and monitor my progress towards achieving them:			
Need 6:			
Long Term Goal(3-5 years):			
Outcomes for this year: What am I going to do or learn to achieve my outcomes	By when will I achieve my outcomes?	What support / provision will help me achieve my outcomes?	What difference will my outcomes make to me?
11.		<ul style="list-style-type: none"> Strategies / Key Approaches: Timetabled Sessions: Resources needed: (including staffing) 	
12.		<ul style="list-style-type: none"> Strategies / Key Approaches: Timetabled Sessions: Resources needed: (including staffing) 	
Who will support me to achieve these outcomes and monitor my progress towards achieving them:			

5.6 Agreed actions

This section completed/updated on:

Who?	What will they do?	When?	How will things improve things for me or my family?

5.7 Review record

Review meeting date:

Type of meeting: [TRANSFER to EHCP](#) [INTERIM REVIEW](#) [ANNUAL REVIEW](#) delete as applicable

During this meeting, we reviewed:

Education	Yes/No
Short breaks provision (<100 hours per year)	Yes/No
Care plan (LAC)	Yes/No
PEP	Yes/No
Child in Need plan	Yes/No
Adult social care plan	Yes/No

Meeting chaired by:

Role:

Who was invited to the review?	Role	Attended	How have they contributed?
	Child/young person	Yes/Apologies	
	Parent(s)	Yes/Apologies	
		Yes/Apologies	

Following this meeting, a request is made for the Education, Health and Care Plan to be:

- [Maintained with the resource allocations at the same level](#)
- [Maintained with a request for an increase in resource allocation](#)
- [Maintained with a request for change of provision](#)
- [Maintained with a reduction in resource allocation](#)
- [First Education, Health and Care Plan](#)
- [No longer maintained](#)
- Delete as applicable

Specific information or evidence for changes to resource allocation:

It is very important that the reasons for any changes to resource allocation or provision are clearly documented. Information can be included here, or if it is already contained elsewhere in the plan (eg in part 5.1 or part 7.2 appendices) you can reference that information here.

Part 6: Relevant advice and information that supports my plan

6.1 Advice gathered during Education, Health and Care needs assessment

Statutory section K

This section completed/updated on:

Date of EHC Needs Assessment (*please see definition in guidance*):

Ref.	Advice from	Name	Contribution	Date
K1	Child/young person		See Part 1	
K2	Parent/carer(s)		See Part 2	
K3	Specialist VI/HI teacher (if appropriate)			
K4	Educational setting		See Part 3	
K5a	Health care professional			
K6	Educational psychologist			
K7	Specialist Teacher			
K8	LA social worker			
K9	Connexions (Y9 onwards)			
K10a	Other advice requested by the parent/young person			
K11a	Other advice requested by the local authority			

6.2 Additional advice and information

This section completed/updated on:

Document title	Written/provided by	Where is this document held?	Date

Part 7: Provision agreed by the Education, Health and Care Panel

7.1 Named educational setting

Statutory section I

This section completed/updated on:

Named educational setting(s) that delivers teaching and learning:

Name of lead education institution that funds programme/pathway (if different from above):

Type of educational setting:

Element 3 high needs funding band:

Equipment funded/provided by the local authority:

7.2 Personal budget

Statutory section J

This section completed/updated on:

Is the educational provision supported through a personal budget? *Yes/No*

Funding source	Specific provision	Cost	Total	Payment
Budget total:				

Is the health provision supported through a personal budget? *Yes/No*

Funding source	Specific provision	Cost	Total	Payment
Budget total:				

Is the social care provision supported through a personal budget? *Yes/No*

Funding source	Specific provision	Cost	Total	Payment
Budget total:				

Arrangements for review and monitoring personal budget

Who	What	How	When

7.3 Agreements

Child/young person agreement

I understand that the information in this plan will be shared with people who support me on a need to know basis. By signing this plan I accept the contents as accurate and appropriate.

Name	Signature	Date

Family agreement

I/we understand that the information in this plan will be shared with people who provide support to my/our child on a need to know basis. By signing this plan I/we accept the contents as accurate and appropriate.

Name(s)	Signature(s)	Date

Education, Health and Care Panel Agreement

The provision/resources described in this plan have been agreed by the CYC EHC Panel.

Name	Signature	Date