

MOVER-IN PROCESS

Children with an EHCP



Our aim is to ensure a smooth transition for every child moving into Shropshire with an EHCP, securing the right support and the right placement.

LA	Local Authority
CLA	Children Looked After
EHCP	Education, Health and Care Plan
AR	Annual Review
RCP	Resource Commissioning Panel

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TRANSFER FROM PREVIOUS LOCAL AUTHORITY



The previous LA will contact Shropshire to confirm the child has moved and transfer the child's file. They must provide:

- New address
- Date of move

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BUSINESS SUPPORT CHECKS



Business Support will ensure all required information has been received, including:

- UPN
- NHS number
- Parent carer contact details (all with PR)

FOR CHILDREN LOOKED AFTER (CLA)

- CLA status / care order
- Social worker name and email
- Virtual School contact name and email
- SEN / EHCP Case Officer name and email
- Current living arrangements (residential / foster care / family placement)

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STUDENT RECORD CREATION



Business Support will:

- Create the student file and system record
- Record personal details, special educational need and parent carer information
- Add the CLA flag and associated contacts where applicable



Business Support sends a mover-in notification email to the Case Officer, including a link to the student file.

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INITIAL CASE OFFICER REVIEW



The Case Officer will:

- Review the transferred file, including the EHCP and latest Annual Review
- Consider suitable placement options within Shropshire
- Contact parent carers to introduce themselves and discuss preferred educational settings



Where necessary, the Case Officer may arrange alternative provision to avoid any gap in education while a long-term placement is secured.

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EHCP REVIEW AND TRANSFER



The Case Officer will:

- Transfer the EHCP onto the Shropshire EHCP template
- Review the latest Annual Review and any updated reports
- Consider whether amendments to the EHCP are required

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CONSULTATION PROCESS



The Case Officer will:

- Issue the amended draft EHCP
- Consult with settings in line with parental preference and the type of provision specified in the EHCP



Timescales:

- Settings: 15 working days to respond
- Parent carers: 15 working days to review the draft EHCP and request amendments

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PARENT CARER DISCUSSION



The Case Officer will discuss the draft EHCP with the parent carer to ensure they:

- Are satisfied with the proposed amendments
- Are content with the placement offered



Where multiple placements are available, the parent carer's preference will be obtained.

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RESOURCE COMMISSIONING PANEL (RCP)



The Case Officer will review consultation responses and determine whether the case requires presentation at RCP.

RCP approval is required for:

- All specialist placements
- Requests for increased funding levels

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FINALISING THE EHCP



IF APPROVED:

The EHCP will be finalised and issued to the parent carers, young person, educational setting and relevant agencies.



IF NOT APPROVED:

The Case Officer will undertake the agreed actions, such as:

- Consulting with additional settings
- Challenging consultation responses
- Exploring alternative placement options



Working together to ensure every child has the right support, in the right place, at the right time.

