

Statutory SEND Team

Who we are

The Statutory Special Educational Needs and Disabilities (SEND) Team is responsible for delivering the Local Authority's statutory duties for children and young people aged 0 to 25 who may have SEND.

Working under the Children and Families Act 2014 and the SEND Code of Practice, we coordinate Education, Health and Care processes and work with children, young people, families, educational settings and partner agencies to ensure legal duties are fulfilled and statutory requirements are met.

What does the Statutory SEND team do?

The Statutory SEND Team manages and coordinates the Local Authority's statutory responsibilities relating to Education, Health and Care Plans (EHCPs):

- Coordinating Education, Health and Care Needs Assessments (EHCNAs).
- Making decisions about whether an EHC Needs Assessment should be undertaken.
- Coordinating advice and information from education, health and social care professionals.
- Drafting, issuing and maintaining EHCPs.
- Consulting with education providers and naming placements within EHCPs.
- Managing Annual Reviews and amendments to EHCPs.
- Ensuring statutory timescales and legal requirements are met.
- Supporting planning for key transitions and Preparation for Adulthood.



Case Officer responsibilities

If a child or young person is undergoing an Education, Health and Care Needs Assessment or has an EHCP, they will be allocated a Case Officer from the Statutory SEND Team.

The Case Officer is the main point of contact for families, educational settings and professionals throughout the statutory SEND process:

- Coordinate Education, Health and Care Needs Assessments.
- Gather and review advice from education, health and social care professionals.
- Communicate with parents, carers, young people and educational settings.
- Draft, issue and maintain EHCPs.
- Coordinate consultations with educational settings regarding placements.
- Manage Annual Reviews and amendments to EHCPs.
- Support planning for key transitions and preparation for adulthood.
- Ensure statutory timescales and legal requirements are met.
- Ensure the views, wishes and feelings of children, young people and families are considered.
- Work collaboratively with partner agencies to support positive outcomes.





What Case Officers do not do

Case Officers do not directly provide teaching, therapy, specialist interventions, health services or social care support. These services are delivered by schools, colleges, health providers and social care teams.

The role of the Case Officer is to coordinate the statutory Education, Health and Care process and work with agencies involved to ensure support is appropriately identified, planned and reviewed.

How we work with children, young people and families

- Receive and process requests for EHC Needs Assessments.
- Gather information from parents, carers, educational settings and professionals.
- Request and coordinate statutory advice.
- Consider professional recommendations and evidence.
- Issue draft and final EHCPs.
- Support the Annual Review process.
- Coordinate amendments to EHCPs when required.
- Ensure the views, wishes and feelings of children, young people and families are considered throughout the process.



Working with other services

The Statutory SEND Team works closely with schools and colleges, educational psychology, health services, families, social care services and specialist SEND services to coordinate statutory SEND processes and improve outcomes for children and young people.

Contact the Statutory SEND Team

EHC Needs Assessments: senat@tameside.gov.uk

Existing EHCPs: senart@tameside.gov.uk

Further information: Tameside Local Offer: Home -
Tameside SEND Local Offer

