Updated 11/05/2021

BCP Annual Review workflow

CASE OFFICER

BSO RESPONSIBILITY

JOINT RESPONSIBILITY

Ar002 Is this a school or LA review?

School

LA

Ar003 LA review

402 *Issue 2+ weeks before AR mtg*

Ar011 Is it an invitation or Part A paperwork that has been received?

Invitation

Part A

Ar013 Invitiation Letter Received **

Ar015 Part A Received **

*** Change Start Date To Date Of A.R. Meeting*

Enter date of AR meeting on details tab

Ar030 Waiting for Part B Paperwork **

MINUTES RECEIVED

MINUTES NOT RECEIVED

Ar045 Part B paperwork received with signed minutes

SEN attended?

Ar052 C.O. Attended

Ar054 C.O. Did Not Attend

SC attended?

Ar062 S.C. Attended

Ar064 S.C. Did Not Attend

Health attended?

Ar072 Health Did Attend

Ar074 Health Did Not Attend

MINUTES RECEIVED

Ar040 Issue A.R. Minutes Reminder Email Or Letter

405 *1st letter is manual, automated letters run weekly until paperwork received*

MINUTES NOT RECEIVED

Ar042 S.E.N. S.S. Manager To Chase School

406

MINUTES NOT RECEIVED

Ar110

Ar080 Pass To Caseworker For Consideration Of A.R. Minutes

Ar090 Are We Going To Amend The E.H.C.P.?

NO

YES

Ar100 Is The Current E.H.C.P. Still Appropriate?

YES

NO

Ar110 Issue Decision To Maintain E.H.C. Plan

Workflow complete

407

Ar116 Send Intention to Cease Letter

408 EHCR06ARL

Ar119 Send Complete Cease Letter and NFA Child

417

Workflow complete

Pop up to discontinue EHCP

Ar120 Issue Amend Letter & Task Caseworker To Draft Amendment To E.H.C. Plan

409

NO PANEL

TAKE TO PANEL

Ar130 Issue Draft E.H.C. Plan & Consult If Appropriate

410, 413

15 days

Ar125 Taken to SEND Panel

SPF2

YES

Ar127 Is the decision to consult another school?

NEGATIVE RESP. TO CONSULT

Ar140 Are We Directing Admission?

NO

YES

POSITIVE RESP. TO CONSULT / CONSULT NOT REQUIRED

NO

Ar145 Issue Direct Letter

415

Ar160 Has There Been A Parental Response To The Amended Draft Plan?

YES

NO

Ar165 Are Parents In Agreement With The Amended Draft Plan?

NEG RESP. TO CONSULT

POSITIVE RESPONSE TO CONSULT

Ar150 Issue Further Consultations

413

NO

YES

Ar170 Caseworker To Have Further Discussion With Parents

Ar172 Is An Amended Draft Plan Required?

Ar175 Issue Amended Draft E.H.C. Plan

YES

NO

Ar180 Has A Personal Budget Been Requested?

YES

NO

Ar190 A Personal Budget Has Been Requested

Ar185 A Personal Budget Has Not Been Requested

Ar192 Has a personal budget been agreed?

YES

NO

Ar194 A Personal Budget Has Been Agreed

(Record on provision tab)

Ar196 A Personal Budget Has Not Been Agreed

Ar200 Final Amended Plan Issued

412 EHCR06ARL

Workflow complete

Jump here to abandon a workflow

Workflow Ceased For Any Other Reason