



SENDIASS guide to the co-production meeting

Once all the assessments have been completed, the local authority (LA) may invite you to a meeting to discuss the co-production document in more detail. The meeting is usually held at your child's school so that the SENCO and class teacher can attend and will be an opportunity to meet the LA caseworker face to face. Other professionals working with your child should be invited along to this meeting. They may not be able to attend but must provide reports to discuss during the meeting.

TIPS

- In order to prepare for the meeting, it is helpful to be sent the paperwork in advance.
 - If you have not been sent copies of the reports a week before the meeting is due to be held, then we would encourage you to ask your caseworker from the local authority for these so that you have a chance to prepare in a meaningful way.
 - Your caseworker will prepare the co-production document before the meeting with information gathered from the assessment reports. This is sent to everyone invited to the meeting, along with copies of the reports.
 - Prepare for the meeting by highlighting parts of the reports which you feel need to be included in the eventual EHC plan.
 - Read the reports carefully and if you disagree with, or do not understand, anything written in the report, contact the person who wrote the report straight away. Your caseworker can not change the content of the reports.
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- In **East Sussex**, the co-production document includes the needs sections of the plan (B, C and D).
 - In **Brighton & Hove**, the co-production document looks like the draft EHC plan. Information from the reports is included in the relevant sections. For the purposes of this meeting, it is called a collation document and is not, at this stage, a draft EHC plan.



The meeting will be an opportunity for everyone to discuss the reports and agree outcomes for your child. It helps to think about what you want them to be able to achieve by the end of the next key stage in their education. It is usual for shorter-term outcomes to be set for about one year ahead.

Once a young person reaches Year 9, their outcomes should have a focus on preparation for adulthood, thinking about further education or training and employment, housing options, leading a healthy life, being included in their local community and building relationships with others. You can read more about outcomes in our '*SENDIASS guide to outcomes*'. Download it from the [Resources](#) area of our website.

This is a co-production meeting where everyone is equal. You should feel that you are an important part of the discussion and that your voice is heard and you are listened to. It sometimes helps to bring a relative or friend to the meeting to take notes for you and to give you moral support.

TIP

This meeting is not a forum to discuss where your child will go to school but should focus on their needs, outcomes and provision. If the discussion focuses on the school place, then it can sometimes lead away from the person-centred approach that is intended and becomes more about what the school can provide rather than your child's individual needs and what provision is required to meet them.

Amaze SENDIASS is the Special Educational Needs and Disability Information, Advice and Support service for East Sussex and Brighton & Hove. We offer impartial and confidential support with anything to do with special educational needs and disabilities for 0-25 year olds.

Please contact us on 01273 772289 or by email on sendiass@amazesussex.org.uk if you would like further advice and support.

To download a copy of the SEND Code of Practice 2015 for further information visit:
<https://www.gov.uk/government/publications/send-code-of-practice-0-to-25>