

A Day in the Life.....

Business Support Officer Grade 6 - SENDACT

Brief introduction of team and environment

The Children and Families Act became statutory on 1st September 2014. This brought about significant changes to the way that we provide for children and young people with special educational needs and disabilities (SEND).

New Assessments for EHC

Requests for EHC assessments from parents/young person/settings/schools/colleges, Decision to assess letters, Arrange support planning meeting/send letters out/circulate SPM draft and appendices, Decision not to assess letters, Draft EHC Plans for new assessments, Amended Draft EHC Plans for new assessments, Final EHC Plans for new assessments
My Support Plans

Annual Reviews for EHC plans

Annual Reviews for EHC Plans (logging on Synergy and saving to E file)
'A' letters
Proposed Amended EHC plans following annual reviews
Final Amended EHC plans following annual reviews

SEN Panel

Preparing agenda and sending out via Anycomms/GCSX/Outlook
Circulating minutes

Children moving in/out of authority

Requesting paperwork/sending paperwork off Updating synergy/workflows etc
Setting up new files

General office duties

Phone and mailbox cover, responding to general SEN enquiries, understanding the tasks allocated and prioritising tasks, update area officers with communication from schools and partners.