

****GENERAL GUIDE TO SERVICES for COMMON REQUESTS 2025****

As all pupils and all appeals are different, we do not have 'a standard package' or 'set fee.' Experience has shown that some families require a lot more support than others, some have a great deal of evidence and documentation, some cases are very complex and the responses of local authorities can cause significant delays which generates further work.

We have listed below the common requests that we receive and an approximate cost for preparing and submitting new applications for EHC Needs Assessment or appeals to the First Tier Tribunal for Special Educational Needs and Disability ('SEND Tribunal'). Most families ask us to complete their initial EHCP and support them throughout the process. This includes reviewing a draft EHCP. If the Local Authority refuses to assess a child or refuses to issue an EHC Plan, then we will prepare and submit appeals to SEND Tribunal too. Please ask if you require other services.

OPTIONAL EXTRAS

Some families require additional services. As not all cases require these services, they are not "built into" the costs shown below.

- ✓ in attendance with parents at school meetings or multi-disciplinary meetings
- ✓ in preparing for and attending Annual Reviews
- ✓ in supporting the completion of application forms for use by other experts (e.g. CAMHS, SARS or Social Care)
- ✓ in supporting the completion of Section A of the EHC Plan or preparing documentation for Pupil Voice for appeals
- ✓ in explaining educational implications and other matters around new expert reports
- ✓ in searching for specialist schools
- ✓ in supporting independent schools Staff with documentation or a range of procedures
- ✓ in advising on educational options for house moves, implications of SEN for the family, etc.
- ✓ in advising and signposting for issues around social care, adoption services and mental health concerns, etc.
- ✓ in seeking support to unpick implications of different diagnoses for a child and their family
- ✓ in offering educational advice via ZOOM / telephone calls or extensive written means. Our hourly rate of £110 applies to this type of work.

OPTION 1 - AN INITIAL CASE REVIEW for a PUPIL

or

OPTION 2 - FAMILY REQUEST to SUPPORT ANNUAL REVIEW of an EHC PLAN (EHCP)

Utilising our combination of education and legal sector experiences, we will review and note the existing documentation that you share, that relates to your child's strengths, weaknesses and needs. We will provide you with written advice containing detailed feedback on the strengths and weaknesses of the evidence that you have, in terms of an application for an EHC Plan or other concern. Some families prefer a virtual ZOOM meeting for feedback purposes.

Our Initial Case Review will include advice on your existing reports, consideration of further evidence required and how to obtain it; advice on next steps and the best strategies to implement, moving forward. This review identifies the necessary provision for your child and advises upon it, as well as highlights other information that you may need to seek when taking next steps. As a general rule the more information that is shared with us, the more accurate and detailed our advice will be.

For Annual Review, we review the documentation that is issued by school (this varies in depth), advise on areas to follow up, draft parental feedback forms, and help prepare for a fruitful

meeting. We attend Annual Review meetings virtually (online) with parents/carers: a one hour long Annual Review Meeting is included in the total fee (approximated below).

We liaise with the Local Authority on your behalf throughout in order to avoid the confusion that can occur when many correspondents exist. This is charged at the hourly rate.

NOTE: Approx. £500 to £750 This is dependent on complexity & volume of documentation.

OPTION 3 – INITIAL APPLICATION for EHC NEEDS ASSESSMENT (EHCNA) REQUEST

Part A) We review, note and collate evidence in order to draft a thorough letter of application for EHCNA, utilising your evidence and offering regular updates. Often, we are able to strengthen applications by advising on additional expert reports or other evidence, such as school or medical evidence; this is also reviewed and noted. We submit the application on your behalf, to secure an assessment of your child's needs from your Local Authority. We liaise with the Local Authority on your behalf throughout to avoid the confusion that can occur when many correspondents exist; we often correspond with your child's school (if agreeable to both parties).

Our aim is to have a comprehensive EHC Needs application which is agreed by the local authority and underpins the entire process. However, sometimes we can anticipate there will be particular challenges which means a simpler EHCNA application is suggested, as an appeal to SEND Tribunal is considered more likely to be fruitful: this is always discussed.

NOTE: Approx. £400 to £750 for initial Application for EHC Needs Assessment. This cost band is dependent on whether this is an ongoing case, its complexity & volume of documentation.

Once submitted, the Local Authority has six weeks to respond to your application for EHC Needs Assessment. If agreed, the Local Authority will begin assessments and contact you directly. Most families require us to follow their case through to the next stages, Parts B & C, below:

Part B) When EHC Needs Assessment applications are successful and a Local Authority (LA) agrees to assess a child, the assessments are organised by the LA, directly with Parents. There are often delays which need to be addressed with statutory deadlines and procedures in mind.

We review LA reports that follow LA assessments and advise on next steps. We offer assistance with other evidence and often liaise with school/CAMHS/others. If required, we support families in finding most appropriate schools, attending school meetings with Parents, liaising with School Admissions Departments, and other aspects that suit the needs of individual families. We progress chase and communicate with the Local Authority throughout this stage on the behalf of Parents.

Our hourly rate of £110 applies to these services.

By sixteen weeks (i.e. sixteen weeks from the initial submission of your application), the Local Authority is required to make a decision about issuing an EHCP. Sometimes this does not happen as it ought. We address non-compliance and support families with this situation. We liaise with the Local Authority on your behalf throughout in order to avoid the confusion that can occur when many correspondents exist. **Our hourly rate of £110 applies to these services.**

Part C) If the Local Authority agrees to issue an EHC Plan, we review the draft EHCP and advise on parental response to the LA and next steps. **Our hourly rate of £110 applies to these services.**

OPTION 4 - APPEALING A REFUSAL TO ASSESS DECISION

We review all documentation from the initial EHC Needs Assessment application and consider appropriate amendments, changes in strategies and guide on necessary, additional supporting evidence. We create Grounds of Appeal and advise parents throughout: this might include signposting to new assessments, reviewing new expert reports and liaising with school or others.

We liaise with the SENDIST Tribunal and address the Tribunal Directions: sometimes there is need to provide a Position Statement, or to submit a request for change or respond to the Local Authority. We liaise with the Local Authority on your behalf throughout in order to avoid the confusion that can occur when many correspondents exist. Our hourly rate of £110 applies to these services.

Mediation with the Local Authority can be supported, prior to appeal, at the hourly rate.

NOTE: Approx. £400 to £800 for advising upon, drafting and submission of the appeal to Tribunal and support throughout the process in liaising with Tribunal and Local Authority. This cost band is dependent on whether this is an ongoing case, complexity & volume of documentation.

OPTION 5 - APPEALING THE LOCAL AUTHORITY DECISION OF REFUSAL TO ISSUE AN EHC PLAN

If the Local Authority refuses to issue an EHC Plan, we then prepare and submit the grounds of your appeal as well as collate the evidence, to present a comprehensive appeal to the SEND Tribunal against this Refusal to Issue an EHCP. We advise families as necessary regarding strategies and next steps, which might include signposting for other assessments.

We update families throughout the appeal, liaising with schools, various experts, the Local Authority and the SEND Tribunal. We also deal with many aspects such as matters relating to the legal bundle, witnesses and following Tribunal Directions. This might mean applying for changes or submitting a Position Statement, for instance. We liaise with the Local Authority on your behalf throughout, to avoid the confusion that can occur when many correspondents exist.

Sometimes there is significantly more to be done if new reports are shared after the appeal has been submitted, e.g. in reviewing reports, advising, amending grounds of appeal, liaising with Tribunal and Local Authority, parent or school meetings etc. This is charged at the hourly rate.

NOTE: Approx. £900 - £1600 for advising upon, creation and submission of the appeal to Tribunal and support throughout the process in liaising with Tribunal and Local Authority. This cost band is dependent on whether this is an ongoing case, its complexity & volume of documentation.

NOTE: There is an additional charge for four hours' appeal preparation in the week ahead of the appeal Hearing (£440). We represent families in the virtual appeal hearing at SEND Tribunal at a set cost of £775 for the day.

OPTION 6 - APPEALING THE CONTENTS OF AN EHC PLAN (SECTIONS B/F/I)

If an EHC Plan is issued, but you are dissatisfied with its contents and school placement, we prepare the grounds of an appeal which addresses:

- Description of special educational needs (Section B)
- Necessary special educational provision (Section F)
- School Placement (Section I).

This appeal includes but is not limited to constant review of evidence, providing advice and strategies, preparing Grounds of Appeal, editing and managing the editing of your Working

Document, preparation and guidance on pupil voice material, the legal bundle, liaising with and responding to the Local Authority's Tribunal Officer and meeting Tribunal Directions. We provide continual advisory services throughout the appeal process.

The final Working Document will eventually become your child's newly Amended EHC Plan and in some cases editing this can be a lengthy process, over weeks – dependent on the Local Authority's responses – so that if more than five hours' work on editing and responding is required, this further work is charged at the hourly rate.

We liaise with the Local Authority on your behalf throughout in order to avoid the confusion that can occur when many correspondents exist. Sometimes there is significantly more work to be done if new evidence is shared after the appeal has been submitted, e.g. amending of grounds of appeal, liaising with Tribunal and Local Authority, working with experts, liaising with schools. This further work is charged at the hourly rate.

NOTE: From £1600. for advising upon, creation and submission of the appeal to Tribunal and support throughout the process in liaising with Tribunal and Local Authority. This cost band is dependent on whether this is an ongoing case, its complexity & volume of documentation.

NOTE: There is an additional charge for seven hours' appeal preparation in the week ahead of the appeal Hearing (£770). We only offer representation at SEND Tribunal to our existing clients: this is a set fee of £775 for the day.

Additional costs will apply to appeals involving health and/or social care aspects (at £110 per hour) and extended appeals which comprise two days.

CHARGES

* Ours is a small consultancy service and we work closely with families to meet their individual needs. Some require support over a year or two and others are for short term situations. All will be afforded a personal approach: we ask that families are transparent on all matters so that we may provide the best possible and comprehensive support. We provide families with a monthly invoice – after services are provided - to avoid accumulating costs.

* Invoices are to be settled within seven days of issue. If payment is not received, then our work will need to cease.

* If families choose to proceed with our services and sign the Letter of Engagement with us, we will require a further £500 to be held against their final invoice. Sadly, we have had a few cases where our services have been provided but then families have ceased all communication and "disappeared." This situation has left us with costs for services provided and is not viable for our small consultancy service. The £500 is credited to the parent's account and remains their money. To be clear, if the final invoice at the end of a case is £900, parents will be required to pay £400 only. If the final invoice is £300, then a refund of £200 will be provided, without delay.



More information is available on our website: www.jeannettebidder.co.uk

February 2025