

**Families Directorate**

Children’s Strategic Director: Heather Flinders

**SEND SERVICE, Wood Street, Health Centre, 6 Linford Road, Walthamstow, London E17 3LA**

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|  | Ask for:  Direct dial:  Email:  Our ref:  Date: |  |

**Notice of Amended Final Education Health and Care Plan (EHCP)**

Dear

**Re: (name’s) Amended Final EHCP**

Please find attached (name’s) final amended EHCP.

The Code of Practice requires the Local Authority to be clear on the face of the new EHC plan that it is an amended EHC plan, the date it was amended and also the date of the original plan. The minutes of the review and other information and advice obtained should also have been added to the appendix of the amended plan. If this has not been done correctly, please ask your SEND Officer to make the corrections.

Once the amended EHC Plan has been finalised, you have the right to appeal to the SEND Tribunal if you are not happy with the decisions that have been made about (name’s) EHCP

Before you appeal, you may wish to contact the SEN team to discuss your concerns first.

**The Appeal’s Process & Mediation**

If you still are not happy, you can then appeal the decisions.

Before starting an appeal, you must contact the local disagreement resolution and mediation service, which is available through Global Mediation.

Mediation involves a meeting between you, the Local Authority and the independent mediator, (Global Mediation), who will try to help you reach agreement on the points of dispute. This gives you an opportunity to discuss [CHILD]’s case before going to appeal and may be helpful. They will then give you a certificate to show you have contacted them.

**You will need this certificate before you can appeal, even if you do not go through the formal mediation**.

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You have 2 months from the date of the final plan or 30 days from the date on the mediation certificate (whichever is greater) to lodge an appeal.

Using mediation does not affect your right of appeal to the SENDIST Tribunal

Further details about mediation can be obtained from:

Global Mediation: 0800 064 4488 or 020 8441 1355

[Global-Mediation-Sen-Leaflets-web.pdf (globalmediation.co.uk)](https://www.globalmediation.co.uk/wp-content/uploads/2019/05/Global-Mediation-Sen-Leaflets-web.pdf?fbclid=IwAR2BWQOawuSxWdmI1dl_ut-pwxrvLQG_Z6mzdOtiWYg4yB4L1ws5-732FOA)

**SEND First Tier Tribunal**

If you do decide to appeal the Local Authority’s decision about the EHC Plan, and you have your mediation certificate, you will need to contact:

The First Tier Tribunal (Special Educational Needs and Disability)

sendistqueries@hmcts.gsi.gov.uk

Help Line: 01325 289350.

HM Courts & Tribunals Service

Special Educational Needs & Disability Tribunal

1st Floor, Darlington Magistrates’ Court

Parkgate, Darlington

DL1 1RU

More information about the SEND First Tier tribunal can be found here:

<https://www.gov.uk/courts-tribunals/first-tier-tribunal-special-educational-needs-and-disability>

**SENDIASS**

If you require support understanding the appeals process, [Waltham Forest SEND Information, Advice and Support Service (SENDIASS)](https://www.walthamforestsendiass.org.uk/) will be able to help with this.

Call: 020 3233 0251

Email: [wfsendiass@citizensadvicewalthamforest.org.uk](mailto:wfsendiass@citizensadvicewalthamforest.org.uk)

Yours sincerely