

Co-produced EOTAS Toolkit

It is helpful to know the types of evidence that OCC will need to help them make a decision about whether a child or young person needs to receive their education via an EOTAS package.

The EOTAS Working group and OCC have created a checklist with suggestions of evidence that could be sent in to show a) why a child or young person may require EOTAS and b) why specific provision is being requested.

To be clear, the suggested evidence listed below is intended to provide guidance only. This is in line with relevant legislation and law to enable OCC to determine if the requirement for section 61 has been met.

So suggestions of what to include:

1) Your views and those of your child or young person.

These are most important for panel, so please present views clearly, for example by writing letters to share with the Complex Case Panel.(referred to as the panel for rest of document) This is equally important when you as the parent carer do not feel that EOTAS is appropriate, when you have been advised or signposted to consider this.

2) An outline of what EOTAS will look like

For OCC to apply the Section 61 legal test , they need to know what facilities / provision EOTAS would offer and the cost, so that they can compare this to the cost and facilities available in a school. Therefore, they need an idea of what EOTAS might look like for your child or young person. At this stage, it is not necessary to prepare a fully detailed, costed proposal, but if you have one already do submit it!

3) Your child or young person’s background and medical history

- Medical evidence
- Therapeutic input
- Chronology of your child or young person’s educational journey to date
- Evidence of capacity to cope with school-like environments.

4) Their particular educational needs

Refer to the EHCP and professional reports to identify what adjustments and approaches are essential and indicate whether these could realistically be delivered in school. This could be historical evidence of what school has provided and what and why it hasn’t worked, evidence of what your child or young person has engaged successfully with- this could then inform a future appropriate package.

5) The facilities that can be provided by a school.

The EHCP Casework Officer will identify potential school options and consult them if appropriate and consider their responses when making the decision. This will be discussed with you as parent and the EHCP Casework Officer who will check and confirm that the placement can meet need as described in your child or young person’s current EHCP.

6) The facilities that could be provided otherwise than in a school:

This could include an outline of the possible proposed EOTAS provision, the professionals involved, sensory supports (examples) and home circumstances that might impact on successful delivery of EOTAS package. (For some families this might not be possible at home, for some will only be possible at home)

7) The cost of possible alternatives:

- The cost of the proposed school or school type, the EHCP Casework Officer can support you in finding this out.
- Details of the actual cost of current EOTAS package if you already have EOTAS
- Details of how much of the provision has been able to be accessed by your child or young person during the academic year in relation to the aspirational aims as originally agreed by OCC.
- The outlined proposed EOTAS package taking into account the proposed goals and aspirations in relation to accessing the full package by the end of the academic year. Your EHCP Casework Officer can support with this.

8) Any other relevant circumstances

- your family's ability to manage the logistics of EOTAS, including managing a personal budget.
- potential impact of EOTAS on siblings or wider family circumstances
- the special educational interests that EOTAS can support in building towards a child or young person's aspirations for the future.
- anything else you consider relevant, e.g. details about why you feel school-based provision is not appropriate or concerns as to possible outcomes for your child or young person if EOTAS is considered inappropriate by OCC..

Much of the information you need could or should be in the current plan or Annual review paperwork. Anything additional you can share with your EHCP Casework Officer.

A chronology of what education or activities your child or young person has received in the past, what didn't work and what has worked is useful to show how it has reached the point where you believe EOTAS is required. This can include formal education (school, alternative provision), clubs, social activities. Sharing both what they have tried and not managed to access and why they currently can't access is useful. Also sharing what they used to do and compare it with what they can do now is helpful for panel to understand how things have changed.

To cover each of these areas you could include letters or reports from professionals such as:

- Educational Psychologist (EP)
- CAMHS or other mental health professionals
- Occupational Therapist (OT)
- GP or paediatrician
- Speech and Language Therapist (SLT)
- Social Care including LCSS, Early Help

- Reports from Alternative Providers e.g. Hospital School, Meadowbrook or any Alternative Provision that your child has accessed previously.
- Private therapists

You may also have strong evidence from other sources such as:

- Letters or emails to and from school, showing what support was tried and why it hasn't worked, how your child is responding to school.
- Past records, such as exclusions, attendance, TAF minutes or hospital paperwork.
- Parental input, describing the impact of education on your child or young person

Strong evidence often comes from trusted people who know your child or young person well and can describe them over time. This might be someone like a teacher, football coach, scout leader, youth worker or church minister. If your child or young person is not engaging with professionals easily at present, evidence from these people who know them well is vital.

A timeline of key events can help the Complex Case Panel understand patterns of behaviour and how long the challenges have persisted. This can help show how your child's needs have escalated over time, and the impact of specific difficult experiences on their subsequent ability to access education.

Your EHCP Casework Officer should go through this checklist with you to help you understand what you (and your child's current or former setting) can provide as evidence for OCC to consider.

Once EOTAS is approved, you will then need to develop the full detailed EOTAS package with your EHCP Casework Officer's support for approval by the panel.