

Documents required for PAP Project Requests

1. In all cases please provide a brief timeline of important dates.

This may be very simple, e.g.:

- “01/10/23 – request for annual review entered
- 08/10/23 – request acknowledged

Nothing further heard from LA.”

Or it may be quite complex, e.g. where the case is about a child who is not in school and not receiving EHCP provision, where we need at least the main dates but not details of every single item of correspondence.

2. We also need the following depending on the type of case:-

A. Failure to meet deadlines – EHCP process

- a) Copy of the original request
- b) Copies of relevant correspondence, e.g. where you have been chasing this up.
- c) For failure to finalise an EHCP, a copy of the draft.

B. Failure to meet deadlines – Annual Review process

- a) The Annual Review report if the school/nursery/college etc has produced this. (LA should produce this if your child has EOTAS).
- b) If the LA has said it will amend the EHCP but has not produced a draft, send a copy of the email or letter saying this.
- c) If the LA has produced a draft amended EHCP but not finalised it, send a copy of the draft.
- d) Relevant correspondence.

C. Failure to comply with Tribunal orders

- a) Original Tribunal decision and (for appeals against contents of EHCPs) any annexed working document.
- b) Relevant correspondence.

D. Failure to arrange SEN provision in EHCP

- a) Copy of the EHCP
- b) Full details of missing provision and, if available, any evidence of this, e.g. letters/emails from school admitting it is not in place.
- c) If EHCP resulted from a tribunal decision and the missing provision was ordered by the tribunal, we need a copy of the tribunal decision.
- d) Relevant correspondence.

E. Failure to arrange education for child out of school

- a) Copy of EHCP if relevant.
- b) If your child is out of school for medical reasons including anxiety, copies of any medical evidence about this.
- c) If there is other professional evidence accepting that your child is unable to attend school, e.g. correspondence from school, copies of this.
- d) If your child is out of school due to exclusions, a copy of any letter or email imposing the exclusion.
- e) If your child is only allowed to attend school part time, copies of any documents or letters requiring this.
- f) If you have asked for education at home (EOTAS), correspondence about this including any specific proposals you have made.
- g) Relevant correspondence.