**Wirral Sensory Services**

**Procedure For dealing with EHCP information requests**

1. Requests will be minutes at team meetings and date of request recorded.
2. Reports will be completed using Sensory EHCP template headings and will include all relevant assessment data, which will be no older than 9 months.
3. Due to the complex nature of some of the children supported, team members may need to collaborate on the report.
4. Completed reports **must** be e-mailed to the Head of Service for approval. If necessary, a consultation process within the team may occur and the report amended.
5. The Head of Service will provide email approval of the report before QTVI/ToD send it to the EHCP Co-ordinator.
6. All future queries and/or amendments from the EHCP Co-ordinator will be discussed with the Head of Service.