

**WESAIL**

**Information for Parents and Carers**

**SAM Meetings**

What is a SAM Meeting?

SAM stands for statutory assessment meeting. This is what Wakefield calls their draft plan meeting as part of EHCP process.

So if the local authority agrees to assess after a request for EHCP needs assessment then a date for planning meeting to agree a draft EHC Plan is set. This tends to be max 10 weeks from request to assess agreed so about 12 to 16 weeks in the EHCP process.

The nominated SENART officer coordinates and chairs the meeting with the Family/child and young person. It is an opportunity to go through draft plan and suggest any changes so that it makes a true reflection of child/young person’s needs. You might discover at meeting what information from professionals is missing.

Outcomes will be discussed at the meeting. These need to be person centered and SMART. **SMART**: stands for **S**pecific, **M**easurable, **A**ttainable, **R**elevant, and **T**ime-Bound (CoP - 9.66).

An outcome can be defined as the benefit or difference made to an individual as a result of an intervention. A good example might be - By the end of KS1, Sheila (6 years old) will be able to express her preference when offered a choice between two activities.

At the meeting you might get asked about your parental preference of provision and you may also get asked about personal budgets.

After the meeting then the draft plan gets submitted to EHC Panel for agreement in and funding agreements.

The next steps after the SAM meeting depend on EHC panel outcome we have a factsheet in regards to education and health care plans for further information.

Do I need to do anything before SAM Meeting?

Think about the key points that might be relevant to the draft plan and make some notes to take with you.

Gather any reports by professionals in regards to the child/young person dated with in the past 6 months.

Think about provision you will preference.

Think about whether you want to request a personal budget. We have a separate factsheet on this if you would like further information.

Who will be at SAM Meeting?

It can be just parents and the case worker from SENART or sometimes it can be a multi-agency meeting involving the school SENCO and professionals currently seeing the child/young person.

**Where can I get more information, advice or support?**

You can find out more about Education Health and Care Plans by:

* looking at the Local Offer[-](http://wakefield.mylocaloffer.org/Home) <http://wakefield.mylocaloffer.org/s4s/WhereILive/Council?pageId=4032>
* reading Chapter 9 of the **SEND Code of Practice**

<https://www.gov.uk/government/publications/send-code-of-practice-0-to-25>

* looking at the IPSEA website <https://www.ipsea.org.uk/>

Other relevant Hand outs: Education and Health Care Plans, Personal Budgets, Going to meetings, SEN support, requesting a statutory assessment, Funding for SEN.

If you need to ask any questions or for further advice, please contact:

Barnardo’s SENDIASS on **01924 304152**

or email **wesail@barnardos.org.uk**

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