Department for Education

Special educational needs survey

Guide to the completion of the person level SEN2 return: 2025, version 1.2

October 2024

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Version History

This gives details of any changes made to the content of this document.

Version	Comments	Date
0.1	Draft specification	September 2023
1.0	Baseline specification for publication	November 2023
1.1	Correction of collection dates referenced under section 2, page 13.	December 2023
1.2	Wording changes and updates to sections to improve clarity.	October 2024

1. SEN2 return

The information collected via the annual SEN2 data collection provides the major source of data collected on children and young people with Education, Health and Care (EHC) plans. It is the only source of data on the totality of EHC plans maintained by individual local authorities.

Without this information it would be difficult for Ministers, Parliament, central and local government, external organisations, and the public at large to monitor government policies and their effectiveness; and to see how many EHC plans local authorities maintain or the timeliness of the processes for assessing need and issuing plans.

SEN2 is a statutory return that collects data about children and young people who the local authority is responsible for under section 24 of the Children and Families Act 2014 ('the 2014 Act'). Local authorities must make the SEN2 return in relation to every EHC plan maintained[1] by the authority at some point during the collection year, or any needs assessment that it has made or has been requested during that time.

This guidance is for local authorities and relates to the person level SEN2 return, collected on a statutory basis for the first time in 2023.

The data collected is expected to cover all active EHC plans as at census day, plans active during the calendar year [and up until census day] but now ceased, requests and assessments handled by local authorities in the calendar year [and up until census day] and current ongoing requests and assessments for EHC plans

1.1. Data protection and data sharing

Data from which it is possible to identify children, parents, and staff (in any medium, including within a MIS) is personal data.

The UK General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA 2018) put in place certain safeguards regarding the use of personal data by organisations, including the department and local authorities. Both give rights to those (known as data subjects) about whom data is processed, such as children, their parents / carers, and staff. This includes (amongst other information that the department is obliged to provide) the right to know:

- the types of data being held;

[1] This guidance uses throughout the term "maintained" also to cover plans that are 'kept' for those in 'relevant youth accommodation'.

- why it is being held;
- to whom it may be communicated.

As data processors and controllers, it is important that providers process all data (not just that collected for the purposes of the SEN2 data collection) in accordance with the full requirements of the UK GDPR. Further information on the UK GDPR can be found in the Information Commissioner's Office (ICO) overview of the UK General Data Protection Regulation (GDPR).

1.2. Legal duties under the UK General Data Protection Regulation and Data Protection Act 2018: privacy notices

Being transparent and providing accessible information to individuals about how you will process their personal data is a key element of UK GDPR and the DPA 2018. The most common way to provide such information is through a privacy notice. Please see the Information Commissioner's Office (ICO) website for further guidance on privacy notices.

The department provides suggested wording for privacy notices that local authorities may wish to use. However, where the suggested wording is used, the local authority **must review and amend** the wording to reflect local business needs and circumstances. This is especially important as the local authority will process data that is not solely for use within departmental data collections.

It is recommended that the privacy notice is made available to data subjects via the internet as well as handed out in paper form or placed on an accessible noticeboard. Privacy notices do not need to be issued on an annual basis as long as new children or young people, parents and staff are made aware of the notices, and they are readily available electronically or in paper format.

1.3. Legal duties under the UK General Data Protection Regulation and Data Protection Act 2018: data security

Providers and local authorities have a duty under the UK General Data Protection Regulation (GDPR) and the Data Protection Act 2018 to ensure that any personal data they process is handled and stored securely. Further information on data security is available from the Information Commissioner's Office (ICO).

Where personal data is not properly safeguarded, it could compromise the safety of individuals and damage the organisation's reputation. The responsibility as a data controller extends to those who have access to the organisation's data where they are working on behalf of the organisation; for example, where external IT suppliers can

remotely access the organisation's information. The 'Guide to data protection' page on the ICO's website provides further guidance and advice.

It is **vital** that all staff with access to personal data understand the importance of:

- protecting personal data
- being familiar with your security policy
- putting security procedures into practice

As such, you should provide appropriate initial and refresher training for your staff.

1.4. The person level return

The SEN2 person level return for 2025 is a statutory return. Where this document refers to the 'person' it will mean the child or the young person for whom the EHC plan is maintained or in relation to whom an EHC needs assessment has been requested.

Information about all EHC plans that the local authority maintains at any point during the collection year and up until the census day should be included in the person level data return. Information about any initial requests for an EHC needs assessment, consideration of initial requests and assessments during the collection period should also be included.

1.5. Age limits

Under section 46(1) of the 2014 Act, a local authority may continue to maintain an EHC plan for a young person until the end of the academic year during which the young person attains the age of 25.

1.6. Important dates

The collection year is 1st January 2024 to 31st December 2024.

The census date is **16th January 2025.**

COLLECT will open for returns on the census date. **All completed SEN2 returns should be submitted to the department by 14th March 2025.**

The SEN2 return covers both activity throughout the collection year and the position as at census day.

1.7. Using COLLECT

You must use COLLECT to submit your SEN2 data. You'll need to register and log in with DfE Sign-in.

Contact your local authority approver, if:

- you want to request a DfE sign-in username or password so you can access COLLECT;
- 'SEN2' is not on the list of collections you can see in COLLECT.

If you do not know who your approver is, use the DfE sign-in request form.

COLLECT guides are available for assistance with using the portal.

1.8. Generate and submit your return

You will need to generate an XML file to upload to COLLECT. If you are using a software supplier to do this, you should read this guidance alongside their documents. You can also generate an XML using the latest DfE template provided.

Once you have entered your data into COLLECT, you should make any required changes indicated by the errors generated. If there are any outstanding queries or errors on your data return, please add a return level note to explain the reasoning for these. Please also add notes which explain any missing data or data quality issues.

Please use the LA Summary Report available in COLLECT which summarises your data return. This can be useful to download or print out to ensure data totals are as expected and to gain sign off from senior management. Users of the reports should consult the latest published version of the logic specification.

Once you have completed the data return and you are happy it is accurate, press the 'submit' button. Only submit your return, after you've checked the data and added any explanatory notes needed. Your data will be checked, and you may be contacted with any further queries. Once we are happy with your data, we will authorise it.

For queries about submitting your data, contact us using our data collections service request form.

1.9. Data sign off

We know local authorities will have robust quality assurance processes in place for SEN2. We strongly recommend that the local authority SEN Head of Assessment Services (or an equivalent senior manager of your SEN service) provides final sign-off of your return to provide assurance that the final data provided to us has been suitably

checked and accords with this local authority guidance. As noted above, published SEN2 data are a key element in measuring the effectiveness of the systems relating to EHC plans nationally and at local authority level.

1.10. General note

References to specific education legislation are only made to highlight provisions that may be relevant. You would need to form your own view of what the law requires in any specific case.

1.11. Contact details

If you have any queries about this document, please contact SEN.statistics@education.gov.uk.

If you have any queries regarding the SEN2 return, please contact us via the Data collections service request form.

Please use the feedback form if you have any comments about the Data Operations Service Desk or any other aspect of our data collection service.

1.12. Main changes from 2024 SEN2 person level guidance

Items now compulsory for 2025:

- Item 5.4a Annual review meeting date <ReviewMeeting>
  Was voluntary for 2024.
- Item 5.4c Annual review decision <ReviewOutcome>
  Was voluntary for 2024.

New, voluntary items for 2025:

- LA level returns: Addition of Designated Social Care Officer (DSCO) role, page 16.
- Item 2.2 Source of request for an EHC needs assessment <RequestSource>
- Item 5.4d Annual review – the date when the local authority wrote to the person with the draft of any amended plan following a review meeting <ReviewDraft>
- Item 5.6a Phase transfer review – the date that the next phase transfer review is due to be completed <PhaseTransferDueDate>

- Item 5.6b Phase transfer review – if the last phase transfer review was during the collection period, then the date when the final EHC plan was issued <PhaseTransferFinalDate>

2. Structure of the person level collection

The return should include records of all EHC plans and related activity relevant to the collection year (2024) and census date (January 2025), including EHC plans that ceased during the collection year.

The collection consists of a local authority (LA) level summary and five person-level modules, detailed below. Data recorded in modules 2 to 5 will be linkable to a single person recorded in module 1 (person details).

LA level return details

This summary contains any information at the local authority level that is to be collected.

Module 1: Person details

This person module should be completed for each person for whom an initial request for an EHC needs assessment is made, an initial request is being considered, an assessment is made, or an EHC plan was maintained, at some point in the collection year, or for whom an EHC plan is maintained at the census date. The same person should not be included more than once in this section. The latest available information should be returned, for example ethnicity which was unknown during the initial request may be declared during the needs assessment or a ULN may be assigned during the collection year.

Person level data enables an understanding of the profile of children and young people with EHC plans or for whom an assessment of need has been requested and allows for more insightful reporting. The person information may also be used for linking to other data sources to further enrich the data collected on those with EHC plans or for whom assessments of need have been requested.

Module 2: Requests for EHC needs assessment

This requests module should be completed for all initial requests for assessment for an EHC plan received:

- during the collection year, or
- before the collection year where the request outcome, assessment outcome or EHC plan has been issued in the collection year or is still pending, or
- before the collection year where the subsequent EHC plan also started before the collection year and was maintained during the year (historical requests and assessments).

Requests should be included regardless of outcome, including requests which do not proceed to the assessment stage. This allows the department to monitor the number of new initial requests for assessment received by local authorities as well as timeliness of the process.

Where an EHC plan started before the collection year the request outcome should be recorded as H – Historical, no other information will be required in this module.

When the request outcome is recorded as W (request was withdrawn or ceased before decision) or A (decision yet to be made) no information is required in subsequent modules.

If the initial request for assessment is refused, no information is required in subsequent modules, unless the local authority subsequently decides for any reason to change its initial request decision.

Once a decision to assess has been reached, data in this section is not expected to be subject to revision by the local authority. Repeated requests for assessment corresponding to the same person should be recorded separately.

Module 3: EHC needs assessments

All information in this assessment module should be completed if the assessment was during the collection year, even if it is ongoing. Where an EHC plan started before the collection year the assessment outcome should be recorded as H – Historical, no other information is required in this module.

This module enables the department to continue to report on the number of assessments carried out by local authorities and their outcomes, as well as monitoring the timeliness of the process.

Where the assessment outcome is recorded as A (decision has not yet been made) or W (request withdrawn or ceased before decision whether to issue was made) no further information is required in subsequent modules.

Where a decision is made not to issue a plan, the outcome of the decision not to issue will be recorded along with the date the person was informed. No information is required in subsequent modules unless the local authority subsequently decides for any reason to change its initial assessment decision.

Module 4: Named plan

If a plan has been issued this named plan module should be completed for all new and existing plans with details of the EHC plan, including the establishment(s) named on the plan.

This allows the department to monitor the caseload of EHC plans and to understand more about the plan.

Data should be provided for all items (where applicable) for all EHC plans (including those made prior to the collection year) including any plans that ceased during the collection year.

For any EHC plans that have ceased during the collection year and up to the census day, the date that the plan was ceased and reason for cessation are to be recorded. Cessation date will be used in producing the caseload as at the census date (please see section 4.5 and 4.6 on more information on ceased date). After a plan ceases, if a new EHC plan is later requested for the same person, this should be recorded as a new request for assessment.

Module 5: Placements (active plans)

The active plans module should be completed with all settings attended by persons with active EHC plans on the census day and during the collection year, including for those whose EHC plan ceased during the collection year and up to census date. It is expected that all spells by the person in different establishments during the collection year will be recorded. This information will be used to produce the caseload breakdowns as at the census date. The placements attended during the year may not match the setting(s) named in the EHC plan.

Data items

Data items are listed by COLLECT naming convention followed by the XML tag in brackets <>.

LA level return details

This summary contains information only collected at a local authority level.

Designated Medical / Clinical Officer (DMO/DCO)

A Designated Medical or Clinical Officer (DMO/DCO) can both support relationships across the health sector and between education, health and care partners. The role is non-statutory and set out in the SEND Code of Practice.

Often the DMO will be a consultant paediatrician or in some cases a General Practitioner and the Designated Clinical Officer (DCO) is in most cases a nurse or a therapist.

These roles vary according to local arrangements and some Integrated Care Boards (ICBs) have both DMO and DCO roles in place who will have the appropriate knowledge and can carry out the functions listed in the SEND Code of Practice. Every ICB should ensure they have the appropriate capacity to deliver the DMO/DCO function across their area. As the ICB area can be very large and cover multiple local authorities, this may be delivered by a team of individuals, with specific officers allocated to each local authority footprint within the ICS. Arrangements vary across the country.

The ‘Recruitment in progress’ indicator is meant to cover those local areas that are recruiting to the post or are in discussion with their ICB and others about how to ensure the strategic function of the DMO/DCO is covered.

Note: Please consult your ICB lead or Children’s Commissioner for advice if you are unsure on the current position of these roles.

Designated Social Care Officer (DSCO)

The Designated Social Care Officer is a role within the local authority designed to coordinate social care input to the SEND system and statutory process. It is intended to mirror the functions of the Designated Medical / Clinical Officer (DMO/DCO) role in health but covering children’s social care services.

The ‘Recruitment in progress’ indicator is meant to cover those local authorities that are recruiting to the post or are in discussion with their local partners about how to ensure the strategic function of the DSCO is covered.

This is new and voluntary for 2025.

Designated Medical Officer <DMO>

Does your local authority have a Designated Medical Officer (DMO) in place on census day?

Y – Yes

N – No

R – Recruitment in progress

Designated Clinical Officer <DCO>

Does your local authority have a Designated Clinical Officer (DCO) in place on census day?

Y – Yes

N – No

R – Recruitment in progress

Designated Social Care Officer <DSCO>

Does your local authority have a Designated Social Care Officer (DSCO) in place on census day?

Y – Yes

N – No

R – Recruitment in progress

Module 1: Person details <Person>

The information collected in this module allows the department to record information about the profile of persons with EHC plans. The information is also used for quality assurance and may be used for data matching.

Item 1.1 Surname <Surname>

Item 1.2 Forename <Forename>

Item 1.3 Date of birth <PersonBirthDate>

Item 1.4 Sex <Sex>

M – Male

F – Female

Item 1.5 Ethnicity <Ethnicity>

Record ethnicity according to the wishes of parents, the child or the young person. Ethnicity should be recorded in line with the code set used for the school census. Do not ascribe ethnicity to any child or young person. Instead, use:

NOBT if you have not received ethnicity information or do not currently hold.

REFU if a parent, the child or the young person refuses to record or return their ethnicity.

Item 1.6 Post code <PostCode>

You should provide a current home post code for all, or if not most, persons with EHC plans or for whom a needs assessment has been requested and every effort should be made to obtain valid details. If it is not possible to get the post code or there isn't one, you should leave this field blank and provide an explanatory note, for example pupil moved abroad but plan still maintained.

If the person is currently in 'relevant youth accommodation' (see item 2.3 below), the post code to be used is the person's home post code.

Item 1.7a UPN – Unique Pupil Number <UPN>

The person's unique pupil number. The UPN must be 13 characters in the format Annnnnnnnnnnn with AnnnnnnnnnnnA used for a temporary UPN; where 'A' is a character and 'n' is numeric. For further information see UPN policy and practice guidance.

Item 1.7b ULN - Young person's unique learner number <UniqueLearnerNumber>

The young person's unique learner number (ULN) as used in the Individualised Learner Record. For further information see Individualised Learner Record (ILR).

Item 1.7c UPN and ULN unavailable - reason <UPNunknown>

Where neither UPN nor ULN identifier is available, please record one of the following options:

UN1 – Child is aged under 6 years old and is not yet assigned a UPN.

UN2 – Child has never attended a state-funded school in England and has not been assigned a UPN.

UN3 – Child is educated outside of England and has not been assigned a UPN.

UN5 – Sources collating UPNs reflect discrepancy/ies for the child's name and/or surname and/or date of birth therefore prevent reliable matching (for example duplicated UPN)

UN8 – Person is new to LA (within one week of the end of the collection period only) and the UPN or ULN is not yet known at the time of the SEN2 return.

UN9 – Young person has never attended a state-funded school or further education setting in England and has not been assigned a UPN or ULN

UN10 – Request for assessment resulted in no further action before UPN or ULN known

Module 2: Requests for EHC needs assessment <Requests>

The following information should be recorded for each initial request for assessment received by the local authority:

- during the collection year, or
- before the collection year where the request outcome, assessment outcome or EHC plan has been issued in the collection year or is still pending, or
- before the collection year where the subsequent EHC plan also started before the collection year and was maintained during the year (historical requests and assessments).

Where an EHC plan started prior to 2023 only the request outcome indicating H – Historical is needed in this module.

The information collected will allow the department to continue to report on the timeliness of the assessment process.

If a person moves into the local authority's area at any stage of the request and assessment process before an EHC plan has been issued, there is no right of transfer of decisions made by the originating local authority. Local authorities may wish to share information in ways consistent with the UK General Data Protection Regulation (GDPR) and the Data Protection Act 2018, but the importing local authority must make its own decisions on whether to assess and whether to issue a plan.

Where a person with an existing EHC plan transfers into the local authority's area (item 5.1) the request and assessment should be recorded by the importing local authority as historical even if the EHC plan start date is within the collection year.

Item 2.1 Date request was received <ReceivedDate>

The date the request for an EHC needs assessment was received.

Not required if request outcome is historical (H).

Item 2.2 Source of request for an EHC needs assessment <RequestSource>

For each new request for an EHC needs assessment in the calendar year**, indicate a high-level category for source of referral:**

1 - Young person or parent

2 - School or other education setting

3 - Health care professionals

4 - Social care professionals

5 - Other – Where a large number of cases are recorded as ‘other’, the local authority will be prompted for further information in COLLECT

This is new and voluntary for 2025.

Item 2.3 Initial request whilst in ‘relevant youth accommodation’ <RYA>

Was the initial request for assessment for an EHC plan made when the child or young person was detained in ‘relevant youth accommodation’ (RYA)?

1 - Yes

0 - No

‘Relevant youth accommodation’ includes young offender institutions, secure training centres and secure children’s homes.

Not required if request outcome is historical (H).

Item 2.4 Request outcome date <RequestOutcomeDate>

Please enter the date the parent or young person was informed of the decision about whether the local authority agrees to the request for an assessment.

If the request was withdrawn or ceased before decision (W), if the decision is yet to be made (A) or is historical (H) then no date is required.

Item 2.5 Request outcome <RequestOutcome>

This item records whether the initial request proceeded to the assessment stage:

Y - LA proceeded with an assessment

N - LA decided not to proceed with an assessment

A - Decision yet to be made

W - Request withdrawn or ceased before decision to assess was made

H - Historical – Decision to issue was made before the latest collection period

If a local authority decides not to proceed with an assessment and this decision is subsequently changed for any reason, the original request outcome and request outcome

date should ~~not be~~ changed. If the change follows from mediation or tribunal the appropriate mediation and tribunal indicators (items 2.6 and 2.7) should also be selected for the request.

W may include where the person moves out of the local authority area, leaves education or training, or if the child or young person dies.

When A, W or H is selected, no further information is required in this module.

Item 2.6 Request mediation about decision not to assess <RequestMediation>

This item records whether the parent or young person took part in mediation on the decision to assess. For further information see Annex C - Mediation.

1 – Mediation meeting about decision to assess has occurred, irrespective of outcome

0 – No mediation about decision to assess

Item 2.7 Request tribunal about decision not to assess <RequestTribunal>

This item records whether the decision to assess was the subject of an appeal to tribunal, whether or not there was mediation. For further information see Annex C - Mediation.

1 – Appeal to tribunal about decision to assess

0 – No appeal to tribunal about decision to assess

Item 2.8 Exported – child or young person moves out of LA's area before assessment is completed <Exported>

This item is to record when a decision to assess has been reached but the assessment is not complete before the child or young person moves out of the local authority area. Please record the importing 3 digit local authority code (based on Common Basic Data Set item N00216) – code XXX can be used for unknown local authority or outside of the UK. No further information is subsequently required from the exporting local authority.

Module 3: EHC needs assessments <Assessment>

This module collects information about the decision points around EHC needs assessments, plans and reviews, including where decisions were subject to a request for mediation and/or an appeal to the SEND tribunal.

Local authorities should include assessments completed during the collection year and assessments still pending outcome. An entry is required where an EHC plan started prior to 2023, however only the request outcome indicating H – Historical is needed.

It is possible that multiple assessments may be recorded for a single person. For example, if it was decided not to issue a plan previously and a new assessment has been agreed following a new request.

Where a decision has been made to issue a plan, the detail about the placement(s) named on the EHC plan should be recorded in Module 4.

No information on re-assessments is required but updates to the content of the plan should be made where applicable in Module 4.

If a child or young person transfers into the local authority's area during the assessment process before an EHC plan has been issued there is no right of transfer of decisions made by the originating local authority. As good practice the exporting local authority may (with the consent of the individual) decide to share information with the importing local authority and the importing local authority may draw on the advice and information provided in making its decisions. But the importing local authority must make its own decisions on whether to assess and whether to issue a plan.

Where a person with an existing EHC plan transfers into the local authority's area (item 5.1) the assessment should be recorded as historical by the importing local authority, even if the EHC plan start date is within the collection year.

Item 3.1 Assessment outcome - decision to issue EHC plan <AssessmentOutcome>

Y – It was decided an EHC plan would be issued

N – It was decided an EHC plan would not be issued

A – Decision has not yet been made

W – Request withdrawn or ceased before decision whether to issue was made

H – Historical – Decision to issue was made before the latest collection period or plan has been transferred from another local authority

If a local authority decides not to issue an EHC plan and this decision is subsequently changed by the local authority for any reason the original assessment outcome and assessment outcome date should ~~not be~~ changed. If the change follows from mediation or tribunal the appropriate mediation and tribunal indicators should also be selected for the assessment (items 3.3 and 3.4, respectively).

W may include where the person leaves education or training or if the person dies.

Where A or W is selected, no further information is required in this or subsequent modules. **Where a plan has not yet been issued, it will be excluded from the calculation of the 20-week timeliness measure for 2024.** This measure is calculated in relation only to plans issued during the collection year. Where work is ongoing on a plan at the end of the collection year, the data on whether it is issued on time will be included in the reporting for the following year.

For an existing plan started before the latest collection period (H – Historical) no further information is required in this module but information is still required on the plan itself.

Item 3.2 Assessment outcome date <AssessmentOutcomeDate>

The assessment outcome date is required where 3.1 is equal to 'Y' or 'N', either record:

Date on which final EHC plan was issued, or

Date on which parent or young person was notified of decision not to issue a plan.

If a decision to issue has been made but no plan has been issued, please leave blank. You will be prompted for further information in COLLECT, please record a return level note confirming the number of plans not yet issued.

Item 3.3 Assessment – mediation about the decision not to issue a plan <AssessmentMediation>

This item records whether the parent or young person took part in mediation relating to the decision not to issue a plan. For further information see Annex C – Mediation.

1 – Mediation meeting has occurred about the decision to issue a plan, irrespective of outcome

0 – No mediation about the decision to issue a plan

Item 3.4 Appeal to the tribunal about the decision not to issue a plan <AssessmentTribunal>

This item records whether the parent or young person took part in an appeal to tribunal relating to the decision not to issue a plan, whether or not there has been mediation. For further information see Annex C – Mediation.

1 – Appeal to tribunal about the decision not to issue a plan

0 – No appeal to tribunal about the decision not to issue a plan

Item 3.5 Mediation in relation to other matters <OtherMediation>

This item records whether the parent or young person took part in mediation relating to a matter appealable to the SEND tribunal, other than the decision not to assess or the decision not to issue a plan. This includes mediation with respect to the content of the plan, a decision not to reassess EHC needs or to cease to maintain an EHC plan. For further information see Annex C – Mediation.

1 – Mediation meeting has occurred in relation to other appealable decisions, irrespective of outcome

0 – No mediation in relation to other matters

Item 3.6 Other tribunal <OtherTribunal>

This item records whether the case was the subject of an appeal to tribunal for any reason other than the decision to assess or the decision to issue a plan. This includes appeals concerning the content of an EHC plan, a decision not to reassess EHC needs or to cease to maintain an EHC plan. For further information see Annex C – Mediation.

1 – Appeal to tribunal in relation to other matters

0 – No appeal to tribunal in relation to other matters

Item 3.7 20-week time limit exceptions apply <Week20>

1 – Yes, exceptions apply

0 – No, exceptions do not apply

Full details of exceptions are provided in Annex D.

Module 4: Named plan <NamedPlan>

This module collects information on the content of the EHC plan. It should be completed for all EHC plans maintained at any time during the collection year or on census day (including plans issued prior to the collection year and any plans that were ceased up to census date).

It is possible that multiple plans may be recorded for a single person, for example, if an EHC plan has previously ceased during the collection year and a further plan has later been issued following a new needs assessment. Changes may occur to this section from one year to the next for the same person, for example where an establishment named on the EHC plan is changed following annual review or a re-assessment of needs.

Item 4.1 EHC plan start date <StartDate>

Date child or young person's EHC plan first started.

Item 4.2 Residential settings <PlanRes>

Where a residential setting is named on a plan, please indicate if the placement is:

A – Up to 38 weeks

B – 39 to 52 weeks

Item 4.3 Work-based learning activity <PlanWBP>

Please indicate if the plan specifies participation in work-based learning activity.

A – Apprenticeships

T – Traineeships

S – Supported internships

Item 4.4a Personal budget taken up <PB>

Has a personal budget been taken up?

1 – A personal budget has been taken up

0 – A personal budget has not been taken up

Item 4.4b Personal budget – organised arrangements <OA>

Organised arrangements are where the local authority or partner retains the funding and commissions the support specified in the plan (sometimes called notional arrangements).

1 – Organised arrangements are in place

0 – Organised arrangements are not in place

Item 4.4c Personal budget – direct payments <DP>

Direct payments, including payments to nominees and third parties.

E – Education only

S – Social care only

H – Health only

I – Integrated payment for a combination of the above

Item 4.5 Date EHC plan ceased <CeaseDate>

Please provide the date the EHC plan ended or the date the EHC plan was transferred to another local authority. Do not record the date of any *decision* to cease. Local authorities must continue to maintain the EHC plan until the time has passed for bringing an appeal or, when an appeal has been registered, until it has been concluded.

Item 4.6 Reason EHC plan ceased <CeaseReason>

Please provide the reason the EHC plan ended from the list below.

1 – Reached maximum age (this is the end of the academic year during which the young person turned 25, or turns 19 if the young person enters the adult estate)

2 – Ongoing educational or training needs being met without an EHC plan – this should only be used where there is ongoing education and training

3 – Moved on to higher education

4 – Moved on to paid employment, excluding apprenticeships

5 – Transferred to another local authority in England

6 – Young person no longer wishes to engage in education or training – this should include where the young person has reached their 18th birthday and is no longer under a statutory duty to participate in education or training, and where a young person has yet to reach their 18th birthday but is not complying with their statutory duty to participate in education or training

7 – Person has moved outside England

8 – Person deceased

9 – Other - Where a large number of cases are recorded as ‘other’, the local authority will be prompted for further information in COLLECT

Item 4.7 Plan detail records <PlanDetail> - Establishment(s) currently named in EHC plan

For each establishment named in the EHC plan as at census day you must complete a plan detail record, a person may have up to two records.. If there are more than two named establishments, record the two which will be attended most frequently. For EHC plans which have ceased, record the establishments named in the EHC plan at the point when the plan ceased, using the above methodology if there were more than two.

Please complete **only one of 4.7a to 4.7c**. For further guidance on recording establishment, see Annex A. Placement rank (primary or secondary placement) should also be completed (item 4.7d) for each establishment. Where a current and future establishment are named (e.g., primary and planned secondary for next academic year following review) both establishments can be returned for completeness and futureproofing of the data, subject to the maximum of two placements.

Item 4.7a URN – Unique Reference Number <URN>

Please enter the URN of the establishment named on the EHC plan. Please refer to Get information about schools (GIAS) to obtain the Unique Reference Number (URN) of the establishment named. **If no URN is available, see item 4.7b**.

URN should only be provided for early years providers if present in GIAS. Please do not return 6-digit Ofsted URN as this is not consistent with GIAS. An option has been provided in 4.7c ‘other’ if no URN or UKPRN is available.

Item 4.7b UKPRN - UK Provider Reference Number <UKPRN>

Please enter the UKPRN of the establishment named on the EHC plan. The UK Register of Learning provides details on UKPRN. **If no URN or UKPRN is available, see item 4.7c**.

Item 4.7c SEN setting - establishment type <SENsetting>

Please enter one of the following settings if neither 4.7a URN nor 4.7b UKPRN is provided:

OLA – Other – arrangements made by the local authority in accordance with section 61 of the 2014 Act (‘Special educational provision otherwise than in schools, post-16 institutions etc’, commonly referred to as EOTAS) - for example therapy that is special educational provision for a child and where it would be inappropriate to provide this in any school etc.

OPA – Other – alternative arrangements made by parents or young person in accordance with section 42(5) of the 2014 Act, excluding those who are subject to elective home education (for example where parents have chosen to arrange and pay for an independent school placement).

EHE – elective home education - alternative arrangements made by parents or young person in accordance with section 42(5) of the 2014 Act for elective home education.

EYP – Early years provider with no GIAS URN (for example private nursery, independent early years providers and childminders).

OTH – Other – Includes where a type of setting is specified in the EHC plan (e.g., special school) but no specific setting is named. Where this is used, the local authority will be prompted for further information in COLLECT.

Item 4.7c(i) SEN setting – Other

Where 4.7c is 'OTH' please provide further information.

Item 4.7d Placement rank <PlacementRank>

Up to two establishments, settings or other arrangements named in the EHC plan may be recorded for each person. If more than two establishments or arrangements are recorded in the plan at the same time, then please record the two where the child or young person will spend the most time in an average week or term as applicable. Placement rank must be recorded as follows:

1 – Primary placement

2 – Secondary placement

Where a pupil has a single placement named in the plan, please return as 1.

Item 4.7e SEN Unit indicator <SENunitIndicator>

Please indicate whether the child's placement in item 4.7 includes attending the school's SEN unit.

The SEN unit must be local authority approved. For more information, see Annex B.

Item 4.7f Resourced provision indicator <ResourcedProvisionIndicator>

Please indicate whether the child's placement in item 4.7 includes attending the school's resourced provision.

The resourced provision must be local authority approved. For more information, see Annex B.

Module 5: Placements <ActivePlans>

This module collects information on the placement(s) of any person with an EHC plan as well as any transfer and review activity. Returns should include settings attended by persons with an EHC plan that is maintained on census day, and all placements in the collection year for those with an EHC plan maintained during that time. This will allow the department to report on the breakdown of the EHC plan caseload.

The information in this module may be different to Module 4 Named plan, for example, if a person is attending a different setting while awaiting a place at the setting named in their plan.

Item 5.1 EHC plan transferred in from another local authority in England during calendar year <TransferLA>

If the EHC plan was transferred in from another local authority in England during the collection year then enter the 3 digit local authority code of the exporting local authority (based on Common Basic Data Set item N00216).

Item 5.2 Residential settings <Res>

If the child or young person is in a residential setting, please indicate if this is for:

A – Up to 38

B – 39 to 52 weeks

Item 5.3 Work-based learning activity <WBP>

Please indicate if the person is participating in work-based learning activity.

A – Apprenticeships

T – Traineeships

S – Supported internships

Item 5.4a Annual review meeting date <ReviewMeeting>

The date when the last review meeting occurred in relation to the EHC plan, irrespective of how long ago that was. If there has been no review meeting at any point, such as with a recently issued plan, then leave item blank. These review meetings are those conducted following the relevant statutory processes and include:

- annual review meetings, whether scheduled or because it has been necessary to conduct an early review of the EHC plan;

- review meetings following a transfer of the EHC plan from another local authority in England;
- review meetings held where the child or young person is approaching a change of setting as part of a transfer between certain phases of education, or it is proposed that a young person transfers from one post-16 institution to another (a 'phase transfer' review).

This item is compulsory from 2025, having been voluntary in 2024.

Item 5.4b Annual review decision date <LastReview>

Please enter the date when the local authority wrote to the parent or young person with the notification of the decision as to whether to retain, cease or amend the plan following the review meeting as indicated in item 5.4a. This is irrespective of whether this was during the collection year. Leave blank if the notification has not yet issued.

Item 5.4c Annual review decision <ReviewOutcome>

Please indicate the decision following the latest review meeting (item 5.4a) on whether to maintain, cease or amend the EHC plan, which was communicated on the date given in item 5.4b.

M – maintain the EHC plan

C – cease the EHC plan

A – amend the EHC plan

Where a decision is reached to complete a re-assessment of needs, for the purposes of this data collection please record this as "M – maintain the EHC plan".

This item is compulsory for 2025, having been voluntary in 2024.

Item 5.4d Annual review – date draft amended EHC plan issued <ReviewDraft>

Please enter the date when the local authority wrote to the parent or young person with the draft of an amended EHC plan, where decision is to amend (see <ReviewOutcome> - item 5.4c. This is irrespective of whether this was during the collection year. If a review meeting took place during the collection year and the decision was made to amend but the draft plan has yet to be issued as at census day, then please leave blank.

This item is new and voluntary for 2025.

Item 5.6a Phase transfer review - due date for any amended plan <PhaseTransferDueDate>

Whenever there is to be a relevant phase transfer review[2], the legislation requires that any amended plan is issued by 15 February, 31 March or (in certain circumstances) at least five months before a young person is to transfer from one post-16 institution to another.

This question is forward looking: asking in which year any amended plan following the next phase transfer review must be issued and whether the relevant deadline will be 15 February, 31 March or at another time. It is expected that all phase transfer review due dates are recorded, even if they do not fall in the following year.

This item is new and voluntary for 2025.

Item 5.6b Phase transfer review - final plan date <PhaseTransferFinalDate>

Please enter the date when the final EHC plan was issued following the last phase transfer review if it was during the collection year. Leave blank if no phase transfer review has been completed during the collection year, either because there was no phase transfer review, or because there was, and the review is not complete as at the end of the collection year.

This item is new and voluntary for 2025.

Item 5.7 Placement detail <PlacementDetail> - Establishments or arrangements attended during the year

For each placement during the collection year and as at census date you must complete a placement detail record. It is possible to return up to two concurrent placements for a person. Where a person does not have an active placement for the official break between the end of the 2022/23 academic and start of the 2023/24 academic year, we do not require a placement detail entry for the gap.

Please complete **only one of 5.7a to 5.7c for each placement**. For further guidance on recording establishment type, see Annex A. Placement rank (primary or secondary placement) should also be completed (item 5.7d) for each placement.

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[2] See regulations 2(1) and 18 of the Special Educational Needs and Disability Regulations 2014.

Item 5.7a URN – Unique Reference Number <URN>

Please enter the URN of the establishment attended. It is possible to return two concurrent records with different URNs as long as the primary and secondary rank are identified.

Where a URN has changed during the year, please complete a separate placement detail record.

If no URN is available, see item 5.7b.

URN should only be provided for early years providers if present in GIAS. Please do not return 6-digit Ofsted URN as this is not consistent with GIAS. An option has been provided in 5.7c 'other' if no URN or UKPRN is available.

Item 5.7b UKPRN – UK Provider Reference Number <UKPRN>

Please enter the UKPRN of the establishment attended. If no URN or UKPRN is available, see item 5.7c.

Item 5.7c SEN Setting - Establishment type <SENsetting>

Please enter the alternative setting if neither 5.7a nor 5.7b is applicable:

OLA – Other – arrangements made by the local authority in accordance with section 61 of the 2014 Act, ('Special educational provision otherwise than in schools, post-16 institutions etc', commonly referred to as EOTAS) - for example therapy that is special educational provision for a child and where it would be inappropriate to provide this in any school etc.

OPA – Other – alternative arrangements made by parents or young person in accordance with section 42(5) of the 2014 Act, excluding those who are subject to elective home education (for example, where parents have chosen to arrange and pay for an independent school placement).

EHE – Elective home education – alternative arrangements made by parents or young person in accordance with section 42(5) of the 2014 Act for elective home education.

EYP – Early years provider with no GIAS URN (for example private nursery, independent early years providers and childminders).

OTH - Other - Includes where a type of setting is specified in the EHC plan (e.g., special school) but no specific setting is named. Where this is used, the local authority will be prompted for further information in COLLECT.

NEET – Not in education, employment, or training (aged 16-25).

NIEC – Not in education or training – Notice to cease issued.

NIEO – Not in education or training – Other – Where this is used, the local authority will be prompted for further information in COLLECT, for example, transferred into the local authority with an EHC plan and awaiting placement.

Item 5.7c(i) Other <SENSettingOther>

Where 5.7c is 'OTH – other' or 'NIEO - Not in education or training – other' please provide further information, e.g., permanently excluded.

Item 5.7d Placement rank <PlacementRank>

Up to two concurrent placements may be recorded for each person. If more than two placements are used at the same time, then please record the two that are typically attended most in an average week or term as applicable. Two placements cannot be recorded as having the same rank.

Placement rank must be recorded as follows:

1 – Primary placement

2 – Secondary placement

Where a pupil has a single placement, please return as 1.

Item 5.7e Placement start date <EntryDate>

Please record the start date for each placement in the collection year. Future planned placements should not be included.

Item 5.7f Placement leaving date <LeavingDate>

Please record the end date of any placements that ended in the collection year. Do not record an end date for any current open placements.

Item 5.7g SEN Unit indicator <SENunitIndicator>

Please indicate whether the child's placement involves attending the school's SEN unit.

The SEN unit must be local authority approved. For more information, see Annex B.

Item 5.7h Resourced provision indicator <ResourcedProvisionIndicator>

Please indicate whether the child's placement involves attending the school's resourced provision.

The resourced provision must be local authority approved. For more information, see Annex B.

Item 5.8 SEN need <SENneed>

For each EHC plan maintained at census date or maintained during the collection year you must complete a SEN need record.

Item 5.8a SEN type of need <SENtype>

Please record the nature of the person's special educational need. These options are consistent with those collected on those with EHC plans within the spring term school census. Where multiple types of need are recorded, the primary type of need should be ranked 1 (see <SENtypeRank> item 5.8b), and if applicable a secondary type of need should be ranked 2.

Code	Description
SPLD	Specific learning difficulty
MLD	Moderate learning difficulty
SLD	Severe learning difficulty
PMLD	Profound and multiple learning difficulty
SEMH	Social, emotional and mental health
SLCN	Speech, language and communication needs
HI	Hearing impairment
VI	Vision impairment
MSI	Multi-sensory impairment
PD	Physical disability
ASD	Autistic spectrum disorder
DS	Down Syndrome[3]
OTH	Other difficulty

[3] This is an additional primary need collected for the 2025 collection

Item 5.8b SEN type of need rank <SENtypeRank>

If the person has only one type of identified need, this should be recorded as rank 1. If the person has multiple types of need identified, then the primary type of need should be recorded as rank 1 and the secondary type of need should be recorded as rank 2. Up to two types of need can be recorded.

Annex A - Establishment types

URN - Available in Get Information about Schools (GIAS)

If the establishment has a URN, record this, includes

- schools - State funded nursery, primary, secondary, special, general hospital schools, non maintained special schools, independent schools (including special)
- person typically recorded on school census with UPN

OR

UKPRN - Available in UK Register of Learning

If establishment has UKPRN rather than URN, record this

- includes 16-18/further education providers
- person typically recorded on Individualised Learner Record (ILR) with young person unique learner number

OR

Educated elsewhere

If no URN/UKPRN, is the person under

- EOTAS arrangements made by the local authority (s61 CFA 2014)
- arrangements made by the parents or young person (s42(5) CFA 2014), excluding elective home education
- elective home education (s42(5) CFA 2014)
- early years provider with no URN
- not in education, employment or training (NEET)
- not in education or training and notice to cease has been issued
- other (LA to be prompted for further information)

Annex B – SEN units and resourced provision

Special educational needs (SEN) units

SEN units are units in a mainstream school which are recognised by the local authority in whose area the school is located as specially organised for pupils with SEN who are to be taught mainly inside that unit.

SEN units:

- receive funding of £6,000 or £10,000 per place, and usually top-up funding for any additional costs of support required by individual pupils;
- cater for a specific type, or types, of SEN (for example autism); and
- are usually for pupils with an EHC plan (but may also provide support for pupils on SEN Support); and
- sometimes accommodate pupils registered at other schools on a part-time basis.

The school's GIAS record should indicate if the school has an SEN unit.

It is unlikely that a pupil would be placed in a SEN unit and also receive support from resourced provision, but a school could have resourced provision for one type of need and a unit for another.

Resourced provisions

Resourced provisions are units in a mainstream school which are recognised by the local authority in whose area the school is located as specially organised for pupils with SEN who are to be taught mainly outside that unit.

Resourced provisions:

- receive funding of £6,000 or £10,000 per place, and usually top-up funding for any additional costs of support required by individual pupils;
- cater for a specific type, or types, of SEN (for example specific learning difficulties); and
- are usually for pupils with an EHC plan but could include pupils on SEN Support.

The school's GIAS record should indicate if the school has resourced provision places.

As above, it is unlikely that a pupil would be placed in a SEN unit and also receive support from resourced provision, but a school could have resourced provision for one type of need and a unit for another.

Annex C - Mediation

Parents or young people who wish to register an appeal with the First-tier SEND Tribunal, about a local authority decision over EHC needs assessments and plans, may (with certain exceptions) only do so only after they have contacted an independent mediation adviser about whether mediation might be a suitable way of resolving the disagreement. This includes local authority decisions:

- not to carry out an EHC needs assessment;
- not to issue an EHC plan following assessment;
- to issue a final EHC plan or amended plan, but the parent/carer or young person disagrees with some or all of the content of sections B, F and I
- not to carry out a re-assessment of needs;
- not to secure the amendment or replacement of an EHC plan following a review or re-assessment;
- to cease to maintain an EHC plan.

After receiving information and advice about mediation, it is for the parents or young person to decide whether to take part in mediation or appeal to the Tribunal without taking part in mediation. If they decide to take part in mediation, they can still decide to register an appeal to the Tribunal once mediation has taken place. In either case, if the parent or young person decides they wish to progress to Tribunal, they will be issued with a mediation certificate to enable them to register their appeal.

If the appeal is solely about the name of the school, college or other institution named on the plan, the type of school, college or other institution specified in the plan or the fact that no school or other institution is named, there is no requirement to consider pursuing mediation and obtain a mediation certificate before registering an appeal with the Tribunal.

Local authorities will arrange for the provision of mediation information and advice and will arrange mediation itself when the parent or young person decides they want to pursue mediation.

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Annex D - The issue of Education, Health and Care (EHC) plans within 20 weeks

Timelines for assessments and drawing up Education, Health and Care plans

In accordance with the 2014 Act the Special Educational Needs and Disability Regulations 2014[4] set out the time limits for deciding whether an EHC needs assessment is required, conducting an EHC needs assessment and if required preparation and finalisation of the EHC plan. The whole process includes all the required steps from:

- 'Day 0': when the local authority receives a formal request for an EHC needs assessment under section 36(1) of the 2014 Act or it otherwise becomes responsible for a child or young person under section 24 - i.e. the child or young person is in the local authority's area and has been either identified by the local authority as someone who has or may have special educational needs or brought to the local authority's attention by any person as someone who has or may have special educational needs;

to

- the date when the final plan is issued by the local authority.

The local authority needs to conclude this process as soon as is practicable, and in any event within 20 weeks of 'Day 0'.

The key steps in the process which have statutory timescales, and which begin in each case on 'Day 0', are:

- where a local authority decides: 1) whether or not special educational provision may be necessary and 2) whether or not to conduct a needs assessment, it must notify the parents of the child or the young person as soon as is practicable and in any case within 6 weeks of 'Day 1'; and

- where a local authority decides following an assessment that it is not necessary for special educational provision to be made for a child or young person in accordance with an EHC plan, it must inform the parents of the child

[4] The Special Educational Needs and Disability (Detained Persons) Regulations 2015 contain similar provisions to those in the 2014 Regulations. The statistics being collected in SEN2 include those for detained persons but, for simplicity, the detained persons legislative provisions are not referenced separately in this guide.

or the young person as soon as is practicable and in any case within 16 weeks of Day 1.

Definitions

For the purposes of this data collection, the 20-week period is calculated as Day 0 + 140 calendar days.

The end of the period is the date on which the local authority sends the parents of the child or the young person the final EHC plan.

Exceptions to the time limits

Where there are exceptional circumstances, it may not be reasonable to expect local authorities to comply with the time limits above. The Special Educational Needs and Disability Regulations 2014 set out in regulations 5(4), 10(4) and 13(3) specific exceptions as follows.

The authority need not comply with the initial 6-week limit or the 16- and 20-week limits if it is impractical to do so because:

1) the local authority has requested advice from the head teacher or principal of a school or post-16 institution during a period beginning one week before any date on which that school or institution was closed for a continuous period of not less than 4 weeks from that date and ending one week before the date on which it re-opens;

2) the authority has requested advice from the person identified as having responsibility for SEN (if any), in relation to, or other person responsible for, a child's education at a provider of relevant early years education during a period beginning one week before any date on which that provider was closed for a continuous period of not less than 4 weeks from that date and ending one week before the date on which it re-opens;

3) exceptional personal circumstances affect the child, the child's parent, or the young person; or

4) the child, the child's parent, or the young person are absent from the area of the authority for a continuous period of not less than 4 weeks.

The local authority should inform the child's parent or the young person if exceptions apply so that they are aware of, and understand, the reason for any delays. Local authorities should aim to keep delays to a minimum and as soon as the conditions that led to an exception no longer apply the local authority should endeavour to complete the process as quickly as possible.

Department for Education

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