

MOD Assessment of Supportability Overseas Process MPS School – Flowchart IVa

P&FS Office Process on receipt of Letter D:

- Check status of CEAS registration and log registration number.
- Create file and add details to P&FS database.
- Send Cover Letter E and Response Form F to SCE School.
- Send Cover Letter E and Response Form G to SEP.
- Send Cover Letter E, supporting background information and Response Form H to Health and Social Care (if appropriate).
- Send Cover Letter E to CO FISU, Parents, PEP and CEAS (for information).

SCE School:

- Gathers additional info if needed.
- Liaises with current SENCO.
- Provides response on Response Form F.
- Sends to MASO group mailbox.

SEP:

- Contacts family.
- Gathers additional info if needed.
- Liaises with SCE SENCOs and responds to calls.
- Provides response on Response Form G.
- Sends to MASO group mailbox.

Health + Social Care:

- Follow internal procedure to collate advice for CO FISU.

SEP collates school and SEP advice.

Both SCE responses say "YES":

- SEP drafts "Yes" advice on behalf of SCE on Response Form K and sends to CO FISU.
- Copy to PEP.
- Copy to P&FS MASO file.

Both SCE responses say "NO":

- SEP discusses with PEP for 2nd view.
- PEP/SEP drafts agreed response on Response Form K and sends to CO FISU.
- Copy to PEP.
- Copy to P&FS MASO file.

SCE responses do not agree:

- SEP discusses with PEP for 2nd view.
- PEP/SEP drafts agreed response on Response Form K and sends to CO FISU.
- Copy to PEP.
- Copy to P&FS MASO file.

MASO Additional Needs Panel convenes. (MANP)
Attended by CO FISU, SEP/DPEP, Head Teacher, BFSW, SMO.

CO FISU notifies Service Person's gaining and losing CoC of outcome (copied to MANP Members, CEAS, PEP & P&FS Group Mailbox) and provides information about the Appeals Process.
CO FISU makes a recommendation to the Service Assignment Authority and informs Service Person of outcome.

P&FS updates P&FS database.
If outcome is "Yes", SCE School sends Educational Clearance Certificate to Parents.