



**Information Governance Team**

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17 October 2022

Dear Sir/Madam

**Freedom of Information Act 2000 (FOIA)**

**Request ID: FOI453783252**

Thank you for your request for information relating to SEND services.

You have requested the following information:

**I would like to request the following information under the Freedom of Information Act regarding the special educational needs and disabilities service at your council.**

**Clarification: by SEND team I mean those that deal with the EHCP and special needs processes.**

**1. I would like to know how many SEND officers are within the team per pay banding. By SEND team I mean those that deal with the EHCP and special needs processes.**

3 Senior EHC Plan Co-ordinators, all Grade 9.

Pay ranging between £44,624 to £50,314\*

12 EHC Plan Co-ordinator, all Grade 7.

Pay ranging between £32,798 to £39,571\*

\*Please note there is a pay award pending.

**2. For each of these officers, I would like to know their caseloads for each quarter since January 2018.**

We confirm that we do not hold all the requested information and are advising you as per Section 1(1) of the Act. Coventry City Council does not hold historical information of caseloads per quarter per SEND Officer.

For the period October to December 2022 each EHCP Co-ordinator will hold an average caseload of 275 and Senior EHCP Co-ordinators will hold a caseload of 150.

**3. I would like to also know how much has been spent on agency staff within the service since 2018, by each year. Please can this include the number of agency staff this is for.**  
Nil.

**4. I would like to know how much has been spent on consultants for the service since 2018, by each year. Please can this include the name of consultants and hours spent if possible.**  
Nil.

**5. Please can I request the number of overall consultations (right to consult during an EHCP process) with schools that were rejected since 2018. Please can this be broken down by school type and by each year.**

Schools are consulted in accordance with parental preference and suitability. The law does not permit schools to reject a consultation. However, the Local Authority does have regard to any representations that seek to evidence that need cannot be made and that no reasonable steps can be taken to mitigate the barrier in terms of skills, environment, cost and impact on other children's learning. On that basis no consultations are rejected.

The supply of information in response to a FOI/EIR request does not confer an automatic right to re-use the information. You can use any information supplied for the purposes of private study and non-commercial research without requiring further permission. Similarly, information supplied can also be re-used for the purposes of news reporting. An exception to this is photographs. Please contact us if you wish to use the information for any other purpose.

For information, we publish a variety of information such as: [FOI/EIR Disclosure Log](#), [Publication Scheme](#), [Facts about Coventry](#) and [Open Data](#) that you may find of useful if you are looking for information in the future.

If you are unhappy with the handling of your request, you can ask us to review our response. Requests for reviews should be submitted within 40 days of the date of receipt of our response to your original request – email: [infogov@coventry.gov.uk](mailto:infogov@coventry.gov.uk)

If you are unhappy with the outcome of our review, you can write to the Information Commissioner, who can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or email [icocasework@ico.org.uk](mailto:icocasework@ico.org.uk).

Please remember to quote the reference number above in your response.

Yours faithfully

**Information Governance**