

Reference: FOI 8699054SM

Thank you for your request for information, which was received by Achieving for Children (AfC) on 15th September 2026. Your request has been considered under the Freedom of Information Act 2000 (FOIA). This response covers the three boroughs for which AfC provides education welfare services: the Royal Borough of Windsor and Maidenhead (RBWM), Kingston upon Thames, and Richmond upon Thames.

The Request

Please provide the following information:

1. Does the Local Authority operate a Provision and Placement Panel, SEND Placement Panel, EHCP

Panel, or any equivalent panel/process that considers requests relating to educational provision or

placement for children and young people with EHCPs?

All three boroughs - yes

2. If yes, please provide a copy of the current:

- Terms of Reference;
- policy;
- guidance;
- procedure; or
- other document describing the operation of the Panel/process.

Terms of Reference Attached.

3. Please also provide copies of previous versions of the relevant Terms of Reference, policy,

We do not readily hold an archive of previous versions.

guidance or procedure held by the Local Authority for the previous five years, including the

dates on which each version was in operation, where this information is held.

Your rights

If you are dissatisfied with this response, you may request an internal review by contacting **foi.sar@achievingforchildren.org.uk** within 40 working days of the date of this letter. If you remain dissatisfied following the internal review, you may appeal to the Information Commissioner's Office at:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Tel: 0303 123 1113 · Web: www.ico.org.uk

Yours sincerely,

IG Team

Information Governance Support

Business Services and Transformation

Email: foi.sar@achievingforchildren.org.uk

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<https://www.achievingforchildren.org.uk/pages/privacy-and-data-protection/privacy-notices-list/privacy-notice-for-information-governance>

Achieving for Children

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Champions for children and families

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