

# Services and Fees



## EHCP

### EHCNA Request Review (When using my template and guide only)

- 30-minute telephone call/meeting to discuss concerns and needs
- Review of EHCNA request and relevant evidence and reports
- Recommended changes to your request (made in red)
- Instructions on next steps.

Time Required: 2 hours.

Turnaround: 3-5 working days after ALL information is received

Standard Rate: £90

Reduced Rate: £70

### EHCNA Request Completion £155

- 60-minute telephone call/meeting to discuss concerns and needs
- Review of all evidence and reports
- Drafting ENCHA Request letter, cross referencing reports and evidence where appropriate and explicitly outlining how your child meets the only legal test for an EHA Needs Assessment.
- Email containing EHCNA request, all relevant evidence and instructions on how to submit. Submission on your behalf may be possible if appropriate.

*Package completes upon submission*

Time required: 3.5 hours

Turn around: 5-7 working days after ALL information is received.

Standard Rate: £155

Reduced Rate: £125

### EHCP Draft Review and Notes

- 30-minute telephone call/meeting to discuss your view on draft (as someone who knows child best)
- Review of draft EHCP and relevant reports and evidence
- Written recommendations and notes on EHCP draft
- Next steps advice email
- Access to EHCP draft review resources and toolkit

Time required: 5 hours

Turnaround: 5-7 working days after ALL information is received.

Standard Rate: £225

Reduced Rate: £175

### EHCP Draft Review and Amendments

- 60-minute telephone call/meeting to discuss your view on draft (as someone who knows child best)
- Review of draft EHCP and relevant reports and evidence
- Amendments made to EHCP draft using the Tribunal's Working Document Key.
- Next steps advice email with amended draft Time required: 7 hours

Turnaround: 7-10 working days after ALL information is received.

Standard Rate: £315

Reduced Rate: £245

COLLABORATE

COMMUNICATE

CONNECT

### Co-production meeting £130

*Can only be booked with/after an EHCP draft review/amendment package.*

- 30-minute phone call/meeting to discuss meeting procedures, intended outcomes and guidance on how to make sure you are listened to.
- 120-minute Attendance at co-production meeting either in person or via teams.
- 30-minute debrief phone call/meeting immediately after co-production meeting to discuss how it went, go through next steps and answer any questions you may have.

Standard Rate: £130

Reduced Rate: £90

### Mediation Support Package – Refusal to assess £135

*Fee Reduced if previously used my EHCNA Request completion package*

- Review of LA decision and available evidence
- Checking against SEND Code of Practice and the legal threshold for assessment
- Written guidance (mediation pack)
- 60-minute mediation preparation telephone call/meeting ahead of meeting
- Attendance at mediation (either in person with you or remotely via teams)
- Written summary and next steps email following mediation

Standard Rate: £135

Reduced Rate: £105

### Mediation Support Package – Refusal to issue £180

- Review of LA decision and available evidence
- Advice on grounds of appeal with written guidance (mediation pack)
- 60-minute preparation telephone call ahead of meeting
- Attendance at mediation (either in person with you or remotely via teams)
- Written summary and next steps email following mediation

Standard Rate: £180

Reduced Rate: £140

### Mediation Support Package – Content and Placement £270

*Fee reduced if previously used EHCP Draft review, amendments and co-production service*

- Review of final EHCP and available evidence
- Written preparation and guidance (mediation pack)
- 60-minute preparation telephone call ahead of meeting
- Attendance at mediation (either in person with you or remotely via teams)
- Written summary of next steps email following mediation

Standard Rate: £270

Reduced Rate: £210

### Tribunal appeal – refusal to assess £225

*fee reduced if refusal to assess mediation package has been completed*

- Review LA decision and evidence
- Checking against SEND Code Of Practice and the legal threshold for assessment
- 60-minute telephone call/meeting to discuss case
- Support to complete Tribunal Appeal forms
- Evidence gathering and review
- Next steps advice
- Post -hearing follow up (Refusal to assess hearings are typically ‘paper hearings’ meaning you will not need to attend. A decision will be made by the Tribunal judges after which you will be informed of the outcome)

Standard Rate: £225

Reduced Rate: £175

### Tribunal appeal – refusal to issue £315

*fee reduced if refusal to issue mediation package has been completed*

- Review of LA decision and available evidence
- Advice on grounds of appeal with written guidance (mediation pack)
- 60-minute preparation telephone call/meeting to discuss case
- Support to complete Tribunal Appeal forms
- Evidence gathering and review
- Next steps advice
- Hearing preparation and follow up

Standard Rate: £315

Reduced Rate: £245

### Tribunal appeal – Content and Placement

*fee reduced if content/placement mediation package has been completed*

- Review of final EHCP, disputed sections and available evidence
- Advice on grounds of appeal with written guidance (mediation pack)
- Identifying appeal points and priorities
- 60-minute preparation telephone call/meeting to discuss case
- Support to complete Tribunal Appeal forms
- Evidence gathering and review
- Next steps advice
- Hearing preparation and follow up

Standard Rate: £450

Reduced Rate: £350

## DLA

### DLA New Claim form completion

- 60-minute telephone call/meeting to discuss your child's care and mobility needs
- Review of evidence (up to 3 reports. Additional reports charged at £30)
- Completion of forms on your behalf cross referencing with evidence you provide
- Forms and evidence returned via email ready for you to print, sign and return to DWP.
- Information and guidance on printing and posting.
- 1x amendments after form completion
- Forms can be printed and posted to you in for an additional cost - please note, if you require forms to be printed and posted to you, this must be done in enough time to allow them to be signed and sent on to DWP before deadline (if you have called ahead for the forms)

Time required: 7.5 hours

Turnaround: 7-10 working days after ALL information is received.

Standard Rate: £225

Reduced Rate: £150

### DLA Renewal form completion

- 60-minute telephone call/meeting to discuss your child's care and mobility needs
- Review of evidence (up to 3 reports. Additional reports charged at £30)
- Completion of forms on your behalf cross referencing with evidence you provide
- Forms and evidence returned via email ready for you to print, sign and return to DWP.
- Information and guidance on printing and posting.
- 1x amendments after form completion
- Forms can be printed and posted to you for an additional cost - please note, if you require forms to be printed and posted to you, this must be done in enough time to allow them to be signed and sent on to DWP before deadline (if you have called ahead for the forms)

Time required: 4.5 hours

Turnaround: 7-10 working days after ALL information is received.

Standard Rate: £165

Reduced Rate: £110

Where available, Express (3-5 working days) and Emergency (2-3 calendar days) services can be requested for DLA forms, for an additional fee. Please enquire.

## **Misc SEND Support - £45 per hour (£35 per hour reduced rate)**

### **Attendance at SEND meetings including but not limited to**

- APDR/One Plan/IEP/ILP Meetings
- Suspension and disciplinary meetings
- School tours
- Attendance/Education Welfare meetings

### **Complaints including but not limited to**

- LA stage 1 complaints
- Complaints to school
- Complaints to Ofsted
- Complaints to LGSCO
- Complaints to DWP
- Other complaints

### **General advice calls**

With the exception of the initial free 30-minute advice call, and any calls or meetings included within a specific service package, all additional phone calls, meetings, emails, messages, or written advice are chargeable. This includes support that goes beyond basic administrative tasks, such as confirming receipt of emails, arranging appointments, or responding to simple, non-specialist queries.

Additional support is charged at £45 per hour, billed in 15-minute increments.

For families who feel they may require more regular contact, an ongoing communication add-on is available at a flat fee of £50 per month. This add-on covers up to **2.5 hours** of ongoing communication per month, including phone calls, emails, and messages relating to your case, and can be added or removed at any time.

*As a **guide**, 2.5 hours usually covers around 10–15 substantive emails or message exchanges in a month, depending on their length and complexity.*

*Quick reply → **5–10 mins***

*Advice reply → **10–20 mins***

*Message requiring checking paperwork → **20–30 mins***

Any communication exceeding this allowance will be charged at the standard hourly rate.

**If you require a service that is not listed, please do not hesitate to get in touch and we aim to find a solution for you.**

Prices correct as of January 2026 and are reviewed periodically.