

The EHC Assessment Timeline: the process takes a maximum of 20 weeks:

BY THE END OF WEEK 6:

An EHC assessment request form, completed and signed by both the parent (and young person if over 16) and educational setting, is received by the Special Educational Needs (SEN) Service.

The SEN Service contacts the parent/young person to explain what will happen next.

The SEN Service collects supporting information from education professionals that work, or have worked, with the child/young person recently.

Professionals consider the request form and supporting information and decide whether to assess:

If the decision is *not* to assess: the SEN Service writes to the parent/young person (copying in the education setting) outlining the reasons for the decision and giving recommendations to help meet the child's/young person's needs.

If the decision is to assess: the SEN Service inform the parent/young person of the decision. It requests reports from the educational setting, an educational psychologist, Health services, Social Care and other specialist services involved with the child/young person.

BY THE END OF WEEK 14

The people asked to provide information write their reports and send them to the SEN Service.

A range of professionals consider the reports and decide whether to issue an EHC Plan.

If the decision is *not* to issue an EHC Plan: the assessment reports are sent to the parent/young person, along with a letter (copied to the education setting) explaining why a Plan is not required. Information about mediation, rights of appeal and how to arrange a 'next steps' meeting with the SEN Service and education setting is also sent.

If the decision is to issue an EHC Plan: the draft Plan is written and sent (along with the assessment reports) to the parent/young person and the professionals that wrote the reports.

BY THE END OF WEEK 20

The parent/young person are invited to comment on the content of the EHC Plan and state which educational setting they would like naming in Section I of the EHC Plan.

The SEN Service considers the parent/young person's responses. It will consult with educational settings and consider their responses alongside the parent/young person's views. A placement is then identified and named in the Plan.

The final EHC Plan is issued to the parent/young person and all relevant professionals/services, along with details of mediation and rights of appeal etc.