

Education, Health & Care (EHC) Needs Assessments

What Happens - A Guide for Young People

The Special Educational Needs (SEN) Service receives your EHC assessment request form.

WITHIN 6 WEEKS OF YOUR REQUEST BEING RECEIVED:

The SEN Service contacts you to tell you what will happen.

Information is collected from relevant education professionals involved with you recently.

Professionals read all the information and decide if an EHC needs assessment is required:

If an assessment is not required: You and your family get a copy of the reports, a letter explaining why an assessment is not needed and details of mediation and appeal. The letter is also sent to your school/college.

If an assessment is required: Reports are requested from your school/college, educational psychologist, health services, social care services and others involved with you.

UP TO THE END OF WEEK 14:

The reports are written and sent to the SEN Service.

Professionals read all the information and decide whether an EHC plan is required:

If an EHC plan is not required: You and your family get a copy of the reports and a letter explaining why an EHC plan is not needed. You will also be offered the chance to meet with an SEN Officer to discuss any concerns you may have, and be sent details about your rights to mediation and appeal. The letter about the decision will also be sent to your school/college.

If an EHC plan is required: the draft plan is written and sent (along with the reports used to write it), to you and your family and the professionals that wrote the reports.

UP TO THE END OF WEEK 20:

You and your family have 15 days to comment on the information in the EHC plan and say which educational setting (such as a school or college) you would like naming in Section I of the plan.

The SEN Service considers your response. It consults with educational settings and considers their responses alongside yours. A placement is then identified/agreed and named in the plan.

The final EHC plan is sent to you and your family, and all relevant professionals/services. You will also be sent details about mediation and how to appeal.

TOTAL TIME: 20 WEEKS