

Education, Health & Care (EHC) Needs Assessment Timeline

An EHC needs assessment request is initiated.

WITHIN 6 WEEKS OF THE REQUEST BEING RECEIVED:

The SEN Service provides you with relevant information pertaining to the process.

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

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

If the decision is not to assess: the SEN Service notifies the parent / young person and education setting) explaining 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 notifies 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.

UP TO 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 (along with a an explanation why a plan is not required) are made available to the parent / young person and education setting). Information about mediation, rights of appeal and how to arrange a 'next steps' meeting with the SEN Service and education setting is also made available.

If the decision is to issue an EHC plan: the draft plan is written and made available to view (along with the reports used to write it), to the parent/young person and the professionals that wrote the reports.

UP TO THE END OF WEEK 20:

The parent/young person has 15 days to comment on the content of the EHC plan and state which educational setting they would like naming in Section I of the 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.

TOTAL TIME: 20 WEEKS