20 week process Education Health and Care (EHC) Assessment

Parental/Young Person request or request from school/setting/others

Forms and advice gathered and documents prepared

EHC Panel discusses request. Local Authority makes decision

Assessment agreed

Assessment declined

SBC target - by week 3

Parents/Young Person informed of decision.

EHC Co-ordinator (EHC-Co) allocated

Parents/Young Person sent clear letter explaining reason(s) and rights to appeal Reports/evidence/explanation of decision sent to education setting. This will inform appropriate SEN Support.

Information and views gathered from Parent & Child/Young Person.

Person Centred Planning meeting

EHC-Co requests further assessment from Professionals

SBC target - by week 7

ASSESSMENT - all Professionals have 6 weeks to return forms as instructed

SBC target - by week 13

EHC-Co brings together information for the Plan.
Parent/Young Person state placement preference.
Parent/Young Person may also seek agreement for a personal budget.
EHC-Co circulates Draft Plan

EHC Panel discusses draft. Local Authority makes decision

Plan agreed

Plan declined

EHC-Co circulates agreed draft plan to Parents/Young Person and Professionals, with any requested changes made as appropriate. Parents/Young Person sent clear letter explaining reason(s) and rights to appeal Reports/evidence/explanation of decision sent to education setting. This will inform appropriate SEN Support.

SBC target - by week 16

The Local Authority consults on recommended provision and also parent preference if known.

Parent/Young Person/Professionals have 15 calendar days to return comments/ views to EHC-Co

EHC-Co issues Final Plan no later than 20 weeks of referral being received.

SBC target - by week 20

Annual Reviews process commences