

Statutory Process for Education, Health and Care Needs Assessment (EHC needs assessment) and EHCP (Education, Health and Care Plan) Pathway

Week 1

SEND Business Support Team

receive initial request for an EHC needs assessment from education provision, professional, parent/carer or CYP.

Week 6

SEND Panel

decision to proceed with EHC needs assessment.

SEND Panel

decision not to proceed with EHC needs assessment. The family/CYP/referrer are informed by letter with information on how to appeal the decision.

EHC Plan Coordinator

gathers professional, family and CYP advice to inform assessment.

Week 12

SENDAR

decision to draft EHCP. Decision ratified by SEND Panel.

SENDAR

decision not to issue a draft EHCP. The family/CYP/referrer are informed by letter with information on how to appeal the decision; and a Provision Summary is issued.

Week 14

EHC Plan Coordinator

drafts the EHCP and issues it to the family/CYP. The family/CYP then has 15 calendar days to offer their feedback to the EHC Plan Coordinator and express their preference for education. The draft EHCP is sent to the professionals that have contributed to the EHC needs assessment (including the current education setting).

Week 15 and 16

EHC Plan Coordinator

considers feedback received from family/CYP in relation to the draft EHCP and sends consultation to local and family/CYP preferred educational settings. The provision has 15 days to respond to the request for consultation.

Week 17

EHC Plan Coordinator

amends draft EHCP if appropriate.

Week 18 and 19

EHC Plan Coordinator

The Local Authority (LA) considers responses to consultations. A decision is made regarding funding, and the education setting is named in the EHCP.

Week 20

SEND Panel

EHC Plan Coordinator finalises the EHCP. The family/CYP have a right to appeal if they do not agree with the final EHCP.

