EHC needs assessment – 20 week timeline for parents/carers

Week 1

Request for statutory assessment received.

A request can come from the parent/ carer, young person over 16, educational setting (nursery, school, college), or anyone involved with the child/young person.

Week 2

You, the school/setting, and relevant professionals have **2 weeks** to provide any further information.

Weeks 3 - 6

Local Authority considers evidence and makes decision whether to start an EHC needs assessment.

YES to assessment

If an assessment is agreed, we will gather your and your child's views and more information from professionals: an educational psychologist, a paediatrician, a social worker (if applicable), any other professionals involved, the educational setting.
Everyone that we ask to provide information **must** reply **within 6 weeks** of the request.
An Assessment & Planning Officer (APO) will also arrange a provisional date for a coproduction meeting, which will take place if an EHCP is agreed.

NO to assessment

If we don't think an EHC needs assessment is required, an Assessment & Planning Officer (APO) will write to you to explain the decision.
You will have the right to appeal this decision.
The APO will also ask the school/setting to arrange a Way Forward meeting with you to explain how they are going to provide the necessary support for your child.

END OF WEEK 6 – LAST DATE TO INFORM YOU IF WE ARE/AREN'T PROCEEDING WITH AN ASSESSMENT.

Weeks 7 - 16

Your and your child's views and information and advice received from professionals are collated and considered by the Local Authority.

Local Authority considers evidence and makes decision whether to issue an EHC plan

YES to issue an EHCP

The APO prepares a **coproduction document** and sends it to you and all those invited in advance of the coproduction meeting.

Your child's school/setting holds a **coproduction meeting** where you, your child and the professionals invited to the meeting discuss and fine-tune the outcomes and provision to meet them.

The APO will send you a **draft EHC plan** and you will have **15 calendar days** to consider it and let us know if you are happy, or if you want us to consider any amendments. You should also tell us the school/setting you would prefer to be named in the final EHC plan.

NO to issue an EHCP

If we decide an EHC plan is not required in order for the special education provision to be made for your child, the APO will write to you to explain the decision.
You will have the right to appeal this decision.
The APO will also ask the school/setting to arrange a Way Forward meeting with you to explain how they are going to provide the necessary support for your child.

END OF WEEK 16 – LAST DATE TO ISSUE A DRAFT PLAN OR TO INFORM YOU IF WE HAVE NOT AGREED TO ISSUE AN EHC PLAN.

Weeks 17 - 20

The APO will **consult with the school/setting** that you have requested, and any other schools/setting that the Local Authority considers appropriate.
Schools/settings should let us know within **15 calendar days** whether they can meet your child's needs.

By the end of week 20 the Local Authority will issue and send the **final EHC plan** to you and the support will then be put in place.
You have the right to appeal certain sections of the EHC plan if you don't agree with the contents.

END OF WEEK 20 – LAST DATE TO ISSUE FINAL EHC PLAN.