

The Education, Health and Care Assessment and Planning Process

Request for assessment / child or young person brought to local authority's (LA's) attention by either school / setting, parent or young person

- Request acknowledged
- Parent/young person consulted.
- Opportunity given to provide further views.
- If parent/young person request, school/setting asked to complete EHC Needs Assessment Request (EHCNAR) and submit with accompanying evidence

LA decides whether to conduct statutory assessment

Yes

No

By week 6

LA writes to parent/young person to inform them of decision

LA writes to parent/young person to inform them of decision (and right to appeal). Meeting offered.

LA gathers information for EHC needs assessment

Support / provision sought from Local Offer

By week 12

LA decides whether an EHC Plan is needed and where appropriate agrees resource allocation

Yes

No

By week 16

Draft EHC Plan sent to parent/young person

LA writes to parent/young person to inform them of decision (and right to appeal). Meeting offered.

Parent/young person has **15 days** to comment/request an educational institution, request a meeting, and should also confirm if they would like a personal budget

LA must consult governing body, principal or proprietor of the educational institution before naming them in the EHC Plan

Support / provision sought from Local Offer

Following consultation with the parent/young person, the draft Plan is amended (where needed) and final plan issued. Parent/young person must be informed of right to appeal.

By week 20

Evaluation form sent to parent/young person with final plan

Maximum time for whole process to be completed is 20 weeks

Principles underpinning co-ordinated assessment and planning
 Section 19 of the Children and Families Act 2014 and Regulations 7 and 9 of the SEND Regulations 2014