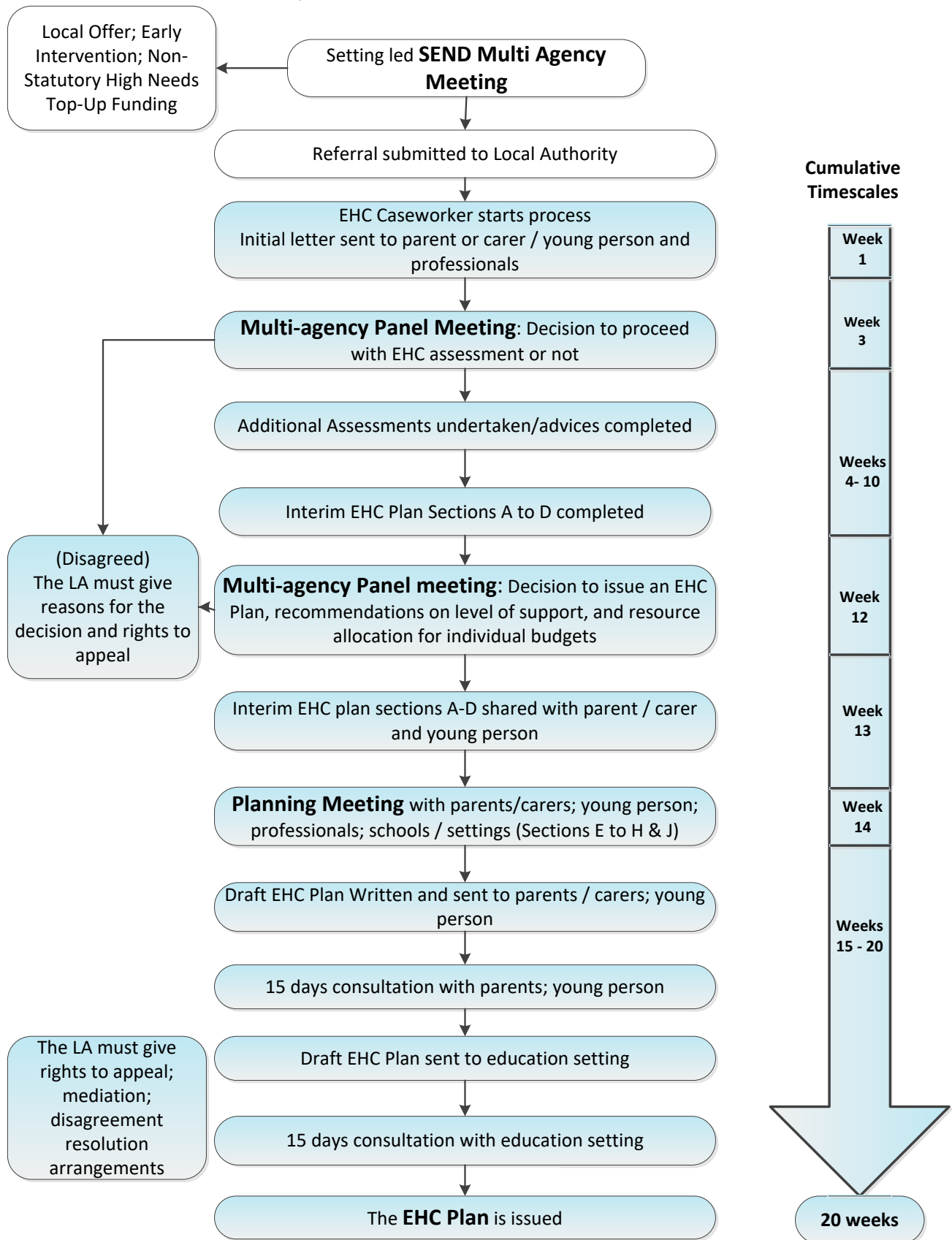


Education, Health and Care Needs Assessment Process



Statutory Timescales

- The LA must give their decision in response to a request for an EHC needs assessment within a maximum of **6 weeks** from receipt of request.
- If a LA decides not to issue an EHC plan it must inform the child's parent or the young person within a maximum of **16 weeks** from the request for and EHC plan.

Education, Health and Care Needs Assessment Process

Accessible table of the flow chart above:

Weeks in process	Step	Extra information	Appeals information
Start	Request for EHC assessment		
Step 1	Setting led SEND Multi-agency Meeting		
Step 2	Referral submitted to Local Authority		
Week 1	EHC Caseworker starts process	Initial letter sent to parent or carer/ young person and professionals	
Week 3	Multi-agency Panel Meeting	Decision to proceed with EHC assessment or not	If not, LA must give reason for decision and right to appeal
Weeks 4 to 10	Additional assessments undertake/ advices completed	Interim EHC Plan sections A to D completed	
Week 12	Multi-agency Panel Meeting: Decision to issue an EHC Plan or not	Recommendations on level of support and resource allocation for individual budgets	If not, LA must give reason for decision and right to appeal
Week 13	Interim EHC Plan sections A to D shared with parent/ carer and young person		
Week 14	Planning meeting completing sections E to H & J	Meeting includes parents/ carers; young person, professionals and schools/ setting	
Weeks 15 to 20	Draft EHC Plan written and sent to parent/ carers and young person	15 day consultation with parent/ carers and young person	LA must give right to appeal; mediation; disagreement resolution arrangements
Weeks 15 to 20	Draft EHC Plan sent to education setting	15 day consultation with education setting	
Week 20	EHC Plan is issued		