

# Timeline for an Education, Health and Care (EHC) Assessment

**GO**



## WEEK 0-6

The local authority (LA) is asked to carry out an Education, Health and Care (EHC) needs assessment. This request usually comes from either the child/young person's educational setting, the parent/carer, the young person if he/she is over 16 or any other professional.

The LA's SEND team receives the request and your allocated SEN officer will make contact with you. The SEN officer will ask for information from you, the school or setting as well as any other professionals working with your child. You will be asked for your written consent to share information with the relevant professionals.

The request is considered at the LA's multi-agency decision-making panel.

The SEN officer will let you know in writing within six weeks if it has been agreed to start an EHC assessment or not.



The SEN officer will agree a provisional date with you for a co-production meeting or a way forward meeting to take place around week 13-16.

You will be given information on how to access the Local Offer.

WEEK 6

WEEK 0-6 MAKE A DECISION

## WEEK 7-12

If the LA decides not to undertake an EHC assessment, your SEN officer will discuss this with you and offer you a way-forward meeting. You have a right to appeal this decision.

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If the LA agrees to undertake the EHC assessment, your SEN officer will seek written advice from you and your child/young person.

The educational setting will also be asked for updated information since the initial request. Advice will be also requested from:

- Education psychologist
- Paediatrician/GP
- Social worker (if applicable)
- Other professionals involved with your child



Replies must be received within six weeks of the request for advice.

WEEK 12

WEEK 7-12 SEEK FURTHER ADVICE

## WEEK 13-16

The SEN officer collects all of the advice to present to the LA's EHC panel. The panel will consider all of the information gathered and decide whether to issue an EHC plan or not.

By week 16 the LA will inform you in writing that:



**EITHER:** The LA has decided not to issue an EHC plan. If this is the case, your child's educational setting will provide SEN Support and you are invited to attend a way forward meeting with your SEN officer to discuss the next steps.

You have a right to appeal this decision.

**OR:** The LA decides to issue a statutory EHC plan and the SEN officer will send you an initial draft of the proposed plan.

The co-production planning meeting takes place and is the opportunity for all parties to work together to further develop the EHC plan and the provision that has been set out to meet your child's needs.



WEEK 16

WEEK 13-16 DRAFT PLAN PRODUCED

## WEEK 17-19

You have 15 calendar days to consider the proposed EHC Plan and also to request a particular school or education setting.

Once you agree the draft plan, the SEN officer will consult with a school or education setting to seek their views on meeting the special educational needs identified within the draft EHC plan. The school or setting has 15 calendar days to respond.

## WEEK 20

By Week 20 the LA will send you the final EHC plan and the support for your child is put in place.

**FINISH**

## NEXT STEPS

Within 15 days of the EHC plan being issued, the SENCO will work with you to prepare a plan setting out short term targets for the next 12 months.

The EHC plan will be reviewed annually by the school or education setting.

WEEK 20

WEEK 17-20 CONSULT AND FINALISE



NOTE: If you make a request, the LA will ask you and professionals to provide preliminary information within two weeks.



NOTE: You have 15 calendar days to consider the proposed EHC Plan and also to request a particular school for setting. Let the SEN officer know if you have any feedback about it and any changes you want them to consider.



NOTE: Schools/educational settings have 15 calendar days to respond to consultations for placements.



NOTE: If at any time you need independent advice and support you can contact Medway SEND Information, Advice and Support service (SENDIAS) on 01634 566303 or go to: [www.family-action.org.uk](http://www.family-action.org.uk)