

The Education Health and Care Needs Assessment Process

Request for assessment received from setting, parent or other professional

Weeks 0-6

Step 1: Decision to assess

- Parents are requested to complete the assessment profile, if not already done as part of the request, and notified of the help and support available from SENDIASS.
- Notification is sent to any setting and professionals involved with the child/young person to inform them that an EHC needs assessment may be carried out.
- When a parental/young person request is received, the current setting is asked to provide a full report and any reports from other professionals involved.

The local authority decides whether to carry out an EHC Needs Assessment within 6 weeks of the request

Week 6

Yes

No

Letter sent to parent/young person giving reasons for refusal and informing of their right to appeal the decision

Weeks 6-16

Step 2: The Assessment

The LA gathers information for the assessment:

- Education, Health and Care professionals known to the child/young person are asked to contribute to the assessment.
- An Educational Psychologist assesses the child/young person's needs.
- Anybody else reasonably requested by the parents

Professionals have an obligation to provide reports within 6 weeks of the Local Authority notifying them that the assessment is going ahead.

The local authority decide whether to issue and EHCP within 16 weeks of the request to assess

Week 16

Yes

No

Summary of assessment issued to parent/young person, professionals and setting giving reasons for refusal and informing of their right to appeal the decision

Weeks 16-18

Step 3: Issuing a draft EHCP

- Draft EHCP sent to parents/young person
- Parents/young person have **15 days from the date of the letter** to comment on the draft ECHP
- Parents/young person request their choice of education setting

Weeks 18-20

Step 4: Finalising the plan

- Local authority seeks placement
- Final EHCP issued **within 20 weeks** from receipt of request to assess, confirming placement and informing of the right to appeal if they disagree with the contents of the plan or the placement.