

# 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 Education Health Care needs assessment (**EHCNA**) 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 (EHCNA) 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 local authority 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 an Education Health Care Plan (EHCP) within 16 weeks**

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

- The 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.