

The Education, Health and Care (EHC) Needs Assessment - 20 week process

Referral Planning Meeting (RPM)

Your School will hold a Referral Planning Meeting (RPM) and invite you, your child and the professionals who support your child together to discuss whether your child / young person would benefit from an EHC needs assessment. They will gather evidence of the 'graduated response, e.g. what support has been provided and actions taken over the past few months and how these have helped or identified that more support or an alternative school setting may be needed to ensure your child can achieve in their education. They will submit a referral to the Local Authority.

WEEK 0

Referral for EHC needs assessment

- Referral received by the LA. This is date stamped. The 20 week process begins on this date.
- Referral added to the agenda for the next Multi-agency EHC Panel where a decision is made to initiate an EHC needs assessment.

WEEK 4

Decision is made to initiate an EHC needs assessment

- You will be allocated a SEND Case Officer who will support you through the assessment.
- You will receive a letter inviting you to Welcome Call.
- We will request all statutory advice from all relevant agencies / professionals supporting your child.

WEEK 7

Welcome Call

- Your SEND Case Officer will call you to discuss your views, explain the EHC process and answer any questions you may have.

WEEK 10 - 12

Decision is made to issue an EHC Plan

- Your case will be discussed at Multi-agency EHC Panel where a decision will be made on whether or not and EHC Plan will be issued.
- Following the panel, parents will receive a letter stating the outcome of the panel.

WEEK 13 - 16

Draft EHC Plan is written and issued

- Your SEND Case Officer will draft the EHC Plan using the information gathered during the assessment process.
- You will receive a Draft EHC Plan and have **15 days** from the date of the Draft EHC Plan to request any amendments to the EHC Plan and to tell us which school you would like to attend.
- We will formally consult with that school and any other appropriate schools within the local area (if applicable) to determine whether a school placement can be offered.
- If a school placement is offered, the offer will be considered at the Local Authority's Resource Panel.

WEEK 20

Final EHC Plan is issued

- Your Final EHC Plan will be issued with a school placement named in Section I of the EHC Plan.
- In some circumstances where an appropriate school placement hasn't be confirmed, your SEND Case Officer your current school. This would then be updated in an amended Final EHC Plan once an appropriate school setting has been confirmed and agreed.