

# MAKING A REFERRAL FOR AN EDUCATION HEALTH AND CARE PLAN (EHCP)

## 1. TALK TO YOUR SCHOOL



Your school will create a SEN Support Plan that shows what support needs to be put in place to help your child access learning and achieve in school. If this is not enough to support your child's needs then it can be used as evidence to support a request for an EHCP.

## 2. REQUESTING AN ASSESSMENT



Ask your SENCO to make a referral to the SEND Assessment Team or you can make a parental referral. We will consider whether your child has or may have special educational needs and whether they may need special educational provision. If the answer to both of these is 'yes' then we will carry out an EHC Assessment. We will let you know the decision within 6 weeks.

## 3. THE ASSESSMENT



The SEND Assessment team will seek advice from all the professionals and teams you tell us are supporting your child. We will also ask you and your child your views, wishes and hopes for the future. This information will be used to decide whether or not a plan will be issued. We will let you know within 16 weeks of requesting the assessment.

## 4. GETTING THE EHCP



You will be sent a draft EHCP to review and comment on. Once we have your comments, we will issue a Final plan within 20 weeks of the date of the initial assessment request.