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



The local authority (LA) is asked to carry out an education, health and care (EHC) needs assessment. This request usually comes from your child's educational setting, you or the young person if they are over 16.



The LA's SEND team receives the request and the caseworker gathers information from you, settings and professionals.



The request is considered at a LA multi-agency decision-making panel.



The LA **MUST** let you know within six weeks if it has been agreed to start an EHC assessment or not.

If the LA decides **NOT** to undertake an EHC assessment, you will be invited to meet a caseworker and you also have a right of appeal.

If the LA **AGREES** to undertake the EHC assessment, a caseworker will seek written advice from you and your child.

Your child's educational setting will also be asked for updated information since the initial request. In addition, advice will be requested from:

- Education psychologist
- Paediatrician/GP
- Social worker (if applicable)
- Other professionals involved with your child (professionals MUST reply within six weeks).

A caseworker is allocated and will make contact with you to explain the process.

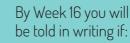
# WEEK 12-15

Caseworker uses the advice to consider the outcome of the assessment.

Multi-agency panel to consider if an EHC plan is needed.



### WEEK 16



The LA has decided **NOT TO ISSUE** an EHC plan.
If this is the case, you will be sent a **NON STATUTORY PLAN** and your child's educational setting will provide SEN Support.
You have a right of appeal.

### OR

The LA decides **TO ISSUE** a statutory EHC plan and will send you the **DRAFT PROPOSED PLAN**.

A meeting is offered with you to discuss the plan and the provision that has been set out to meet your child's needs.

### **WEEK 17-19**

Once you **AGREE** the DRAFT plan, the caseworker will apply to a school to seek its views on meeting the special educational needs identified within the DRAFT plan.

## **WEEK 20**

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



WEEK 0

WEEK 6

WEEK 12

WEEK 16

WEEK 17

WEEK 20

WEEK 0-6 MAKE A DECISION

WEEK 7-12 SEEK FURTHER ADVICE

WEEK 13-16 DRAFT PLAN PRODUCED

WEEK 17-20 CONSULT AND FINALISE



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



**NOTE:** You have 15 calendar days to consider the proposed EHC Plan. Let the caseworker know if you have any feedback about it and any changes you want them to consider.



**NOTE:** Schools/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 BRENT SEND Information, Advice and Support Service (SENDIASS) on 020 8937 3434.