

# Education Health and Care (EHC) needs assessment process timeline

Week zero to six: make a decision

- Day 1 is when request received by LA. The LA have six weeks to make a decision from this date.
- The LA must notify relevant services and parents/carers/young person that it is considering assessment.
- Request checked and any missing information requested.
- Case considered at L-SPA panel as soon as possible after receipt.
- If the LA decides not to undertake an EHC assessment, the L-SPA officer will offer a Way Forward meeting.

Week seven to 12: seek advice

- If the LA agrees to an assessment advice will be requested. Replies must be received within six weeks of the request for advice.
- The SEND Case Officer collects all of the advice to present to the multi-agency EHCP Governance Board. The board will consider all of the information gathered and recommend whether the LA should decide to issue an EHC plan or not.

Week 13 to 16: advice gathering and decision to issue an EHC Plan

- The Case Officer will communicate the decision once made.
- If the LA have not agree to issue an EHCP a way forward meeting will be offered and appeal rights issued.
- If the LA have agreed to issue an EHCP the Case Officer will start to draft the plan. If there is an EHC Plan co-production meeting this will take place.
- The draft plan will be sent. Parent/carer/YP has 15 calendar days to consider the proposed EHC plan and also to request a particular school or education setting.

Week 17 to 20: consult and finalise

- Once the draft plan is agreed, the SEND Case Officer will consult with education settings.
- The school or setting has 15 days to respond to confirm if they can meet the child's needs.
- By the end of week 20 the LA will send the final EHC plan naming the placement and the support for the child is put in place.