EHC Assessment and Plan: Timeline
Whole process to be completed in 20 weeks

INDEPENDENT SUPPORT AVAILABLE TO PARENTS/CARERS

Request for an EHC needs assessment submitted and recorded

Deciding whether to assess

Assessment and Evidence Gathering

Providing agreement has been reached that existing advice and information is sufficient for EHC needs assessment, no new evidence should be requested

Comments, placement request and seeking agreement for personal budget from parents or young person

Consultation with education provider and further consultation with the parents/young person

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20

Deadline for informing parent or young person of decision

Parents or young person have the right to appeal at this stage.
Must contact POINT regarding mediation prior to submitting appeal

Email/letter(s) sent to all parties informing them statutory assessment is under consideration

Case considered by Triage/SEND Provision Moderating Panel

Email/letter(s) sent to all parties informing them statutory assessment is under consideration and requesting any additional evidence

Person Centred meeting to be held with parents and young person to discuss/agree the draft plan as soon as possible following receipt of all advice. The outcome of which will be included within the draft plan. Plan drafted based on information available to the SEND Panel.

Latest that a draft EHC Plan can be issued

Latest that parents or young person can be notified that an EHC Plan will not be issued

Deadline for issuing of the final EHC Plan

Parents or the young person have the right to appeal if not in agreement with the SEN part of the EHC Plan

Email/letter(s) sent to all parties informing of outcome with copy of draft plan

Parents or young person have the right to appeal at this stage.
Must contact POINT regarding mediation prior to submitting appeal

Email/letter(s) sent out to all parties informing them statutory assessment is under consideration

New advice, if required, is requested and received as soon as possible within the 6 week timescale. All assessment to be carried out to inform personal budgets for Education, Health and Social Care, whilst advice is being sought

Statutory Assessment agreed

YES

Statutory Assessment agreed

YES

EHC Plan agreed

YES