

# Assessment and Education, Health and Care Planning Timeline

| Timeline in weeks  | Children, young people and their parents/carers are involved fully throughout with their views and wishes taken into account  | Tick  |  |
|--|---|---|--|
| Deciding whether to assess<br>Assessment phase (6 weeks)   | 1   | <p><b>Any of the following people can request a statutory assessment:</b></p> <ul style="list-style-type: none"> <li>• Parents/carers (Independent Supporters can help parents make requests)</li> <li>• Young person (over the age of 16)</li> <li>• Education Setting (including pre-school, nursery or school)</li> <li>• Post 16 education setting</li> <li>• Any other professional who knows the child or young person</li> </ul> <p>The date that Hackney Learning Trust (HLT) receive a request to assess is the start of the 20 week timeline.</p> |  |
|  | 2   | <p>You will be consulted during this 6 week period.</p> <p><b>A letter will be sent to you and the professionals to collect existing information.</b></p> <p>A SEND Panel will consider the information (Supporting evidence / existing) provided by you, your child's school/college or early years setting this could include:</p>  |  |
|  |   | <ul style="list-style-type: none"> <li>• Report(s) from an external professional (e.g. educational psychologist , speech and language therapist ) who may have been involved in the case and have provided advice or strategies for the school/early years setting to follow when working with your child</li> </ul>  |  |
|  | 3   | <ul style="list-style-type: none"> <li>• An SEN support or two SEN Support Plans which have been reviewed and looked at your child's progress.</li> <li>• Evidence that school has provided support from within its own delegated budget (e.g. provision map). Schools must provide up to £6000 from their own resources</li> </ul>   |  |
|  | 4   | <ul style="list-style-type: none"> <li>• Evidence of current academic attainment and rate of progress over time e.g. end of year school reports</li> </ul>  |  |
|  | 5   | <p>All evidence provided must be up to date (usually 12-18 months old) of the request being made. Information/reports will be collected by Hackney Learning Trust. An exception might be a document where you received a diagnosis for a lifelong condition.</p>  |  |
|  | 6   | <p><b>Hackney Learning Trust notify family or young person of the decision</b></p>  |  |
| 6  | <p><b>Decision not to assess</b></p> <p>If the SEND Panel decides that a statutory assessment is not required and your child's needs can be met by SEN support available in education settings you will be informed of the reason in writing.</p> <p>Contact the SENCO of your child's education setting to make arrangements to meet to discuss how the school will be able to meet your child's needs within their existing budget through SEN support. Agree how to outline your child's needs and what support the school will provide to meet their needs. The SEN Support provision will be reviewed with you at least twice a year.</p> <p>If the support provided from SEN Support doesn't help your child make progress within 6 months you can re-apply with this as evidence to support a new assessment application for an education, health and care assessment.</p> <p><b>When you receive the letter with the decision you will be given the right to appeal to the Tribunals Service. More information can be found at the end of this document</b></p> |   |  |
| Assessment & evidence gathering<br>Plan development phase. | 7   | <p><b>Decision to agree to assess</b></p> <p>If the SEND Panel agrees you will be contacted by a named Plan Co-ordinator. The Plan coordinator will write to all relevant professionals to request information, advice or reports that may not have been seen yet.</p>  |  |
|  | 8   |   |  |
|  | 9   | <p>Your Plan Co-ordinator will contact you and the school or setting's SENCO to arrange a meeting at a time agreed with you to explain the assessment process and gather information about your views and aspirations as well as the views and aspiration of your child. Children, young people and their families should be at the centred of the process.</p>   |  |
|  | 10  | <p>It is really important that your views and the views of your child and people that know them well are included in Section A of the Education, Health and Social Care (EHC) plan.</p>   |  |
|  | 11  | <p>You can have help from an Independent Supporter. They can attend meetings with you and help you explain how you feel, what you and your child want in the future and what makes things easier.</p>   |  |
|  | 12  | <p>A date will be made to meet with you during week 14 to co-produce the EHC Plan. This means to work together with you to make the plan.</p>   |  |
|  | 12  | <p>The Plan Co-ordinator collects all assessment information and reports from you and professionals, involved in the case this could be from the:</p> <ul style="list-style-type: none"> <li>• School/college or early years setting</li> <li>• Educational psychologist,</li> <li>• Paediatrician</li> <li>• Speech and language therapist (if required)</li> </ul>  |  |
|  | 13  | <ul style="list-style-type: none"> <li>• Occupational therapist (if required)</li> <li>• Social care professional (if required)</li> </ul>  |  |
| 14   | <p>The co-production meeting will be held with you at week 14. You, your Plan Coordinator and all professionals involved with the case meet to discuss/agree <b>a working draft EHC Plan.</b></p> <p>This meeting focuses on outcomes (goals) and provision (support to meet the goals). The draft EHC Plan will be provided and further developed at the meeting.</p>  |   |  |

# Assessment and Education, Health and Care Planning Timeline

|                               |    |  |  |
|-------------------------------|----|--|--|
|                               | 15 | Hackney Learning Trust makes a decision about whether to issue an EHC Plan or not based on evidence from the assessment.<br><br><b>If it is decided not to issue an EHC Plan</b> you will be informed by your Plan Coordinator and you will receive a letter explaining the decision. You can meet with your Plan Coordinator and your child's education setting to agree how to provide support through SEN Support. This means that the education setting is responsible for providing the support agreed at the SEN Support level.<br><br><b>You have a right of appeal if you do not agree with this decision please see appeals information process at end of document</b>                                  |  |
|                               | 16 | Following the meeting your Plan Coordinator will send you a draft EHC plan for you to comment on. <b>You have 15 days to respond and provide a school preference</b> for Hackney Learning Trust to consult. The draft plan does not name a school.<br><br>You can request changes to the draft EHC Plan.   |  |
| Family response to draft      | 17 | Your plan coordinator will have: <ul style="list-style-type: none"> <li>• Considered your views and those of your child.</li> <li>• Consulted your preferred setting/school college</li> <li>• Discussed resources with you</li> <li>• Taken relevant cases to SEND Panel (e.g. to consider a placement in special school or mainstream with specialist provision )</li> <li>• Produced and sent you a draft EHC Plan for your consideration</li> </ul>  |  |
|                               | 18 | Hackney Learning Trust must consult the governing body, principal or proprietor of your preferred educational setting(s) before they are able to name the education setting in the final EHC Plan. The education setting must respond within 15 days so.   |  |
| Finalised EHC Plan (20 weeks) | 19 | <ul style="list-style-type: none"> <li>• Changes based on your comments on the draft plan can be made</li> <li>• The school or education setting is named in part I of the EHC Plan</li> <li>• A final plan is produced and sent to you and all the professionals providing support and involved in co-producing the EHC plan</li> </ul>   |  |
|                               | 20 | <p><b>Mediation</b></p> <p>If you are unhappy with the plan or do not agree with the content of parts of it you should contact the independent mediation service <b>KIDS</b> so that a meeting can be arranged to try and resolve things. They will provide you with a certificate saying you understand this process and it's been considered. You can only proceed to a Tribunal if you have a mediation certificate.</p> <p>Exceptions to mediation are if your concern is the named school not being the one you wanted. You do not need a mediation certificate in this case and can proceed straight to tribunal.</p> <p><b><u>THIS MUST BE DONE WITHIN TWO MONTHS OF RECEIVING THE FINAL PLAN</u></b></p> |  |

## Exceptions to the 20 week timescales

There are reasonable exceptions that may cause a delay to the 20 week process. These are:

- Your child misses an appointment with a professional who has been asked to make an assessment report
- You or your child are absent from the area for a period of at least 4 weeks e.g. you go away on holiday
- There are exceptional personal circumstances that affect your child or your family
- The education setting is closed for a period of at least 4 weeks which may delay them from responding to a request for advice.

**We hope you find this information helpful.**