

Education, Health and Care Planning Team (EHCPT) Education Health and Care Needs Assessment (EHCNA) Process

Stage 1. Weeks 0 - 6 weeks or earlier if possible

- A request for an EHC needs assessment is submitted to the EHC team by the school / parent or carer of the child or young person / the young person themselves if over 16 / a professional from health or social care or another suitable practitioner working with the child, young person or family.
- The EHC team prepare the request for the EHC Panel which is attended by professionals from education, health and social care
- The EHC Panel considers the request for EHC needs assessment based on the criteria set by Education, Health and Social Care.
- If the panel has agreed to proceed, the EHC team will start off the statutory EHC Assessment process, requesting reports from education, health and social care professionals.
- If an EHC assessment is not agreed as necessary, the EHC team will inform the child or young person's parents and setting in a decision letter. This gives the parents a right to appeal.

Stage 2. Weeks 7-16

- The EHC team will seek further advice from professionals (as well using the evidence provided with the original request) to contribute to sections B to H of the EHC Plan
- A member of the EHC Team will contact parents to gather the parents and young person's views. This will be included in Section A of the Working Document.
- The EHC Team will draft sections B to K of the Working Document in preparation for the Co-Production meeting.
- The Working Document will be sent to the parents or carers and relevant professionals prior to the meeting
- A Meeting is held with parents or carer, child or young person and all professionals involved to agree the Working Document.
- The EHC Team will take this to EHC Team Panel for Agreement of EHC Plan and funding allocation.

Stage 3. Weeks 16-20

- Following the EHC Team Panel meeting, if an EHC Plan has not been agreed as necessary the EHC team will inform parents with recommendations. There is a Right of Appeal at this stage.
- If an EHC Plan is agreed as necessary the EHC Team will issue a draft EHC Plan. A copy for comment within 15 days gets sent to professionals involved, to parents and to the current or identified setting/s the parent or carer has expressed a preference for. This is the formal placement consultation.
- Following responses from the parent or carer, the EHC Team makes a final decision on the EHC Plan and placement and issue the Final EHC Plan to the parent. If there is a dispute about provision and/or the placement the Local Authority finalises the EHC Plan to enable the parent to consider mediation or exercise their right to appeal to SENDIST.