

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

Requesting an assessment

Carrying out an assessment

Decision to issue a plan

Consulting & finalising the plan

0 – 6 weeks

6 - 12 weeks

12 - 16 weeks

16 - 20 weeks

The Local Authority (LA) receives a request for an Education, Health and Care (EHC) Needs Assessment. This could be from you as a parent/carer, the young person if they are over 16 or from the child/young person's educational setting/provider.

The local authority will acknowledge receipt of your application in writing.

The Special Educational Needs Officer (SENO) will check the information received and will ask for more information if it is needed.

The requests will be reviewed either by a senior officer and SEN officer or by a multi-agency decision making panel which meets each week to look at the assessment requests.

The SENO will contact you by phone and in writing within 6 weeks of receiving the request to let you know the Local Authority's decision.

At every stage of the assessment to plan process, independent advice and support is available from SENDIASS 01865 810516 or SENDIASS@oxfordshire.gov.uk

Needs assessment not agreed

If the decision is not to do an EHC Needs assessment, the SENO will contact you and offer you a meeting to discuss.

You have the right to consider or request formal mediation.

You have the right to appeal this decision to the SENDIST tribunal.

The EHC needs assessment should not normally be the first step in supporting you/your child. It should follow on from planning you have already been doing with the education setting/provider and other professionals working with you.

Needs assessment agreed

If the decision is an EHC Needs assessment will be carried out, the SENO will ask for written advice from you and your child/young person. Advice is also requested from a range of professionals across education, health and social care.

The SENO must receive advice within 6 weeks of the date it is requested.

The SENO will agree a provisional date with you for a co-production planning meeting to take place around weeks 12–13 to talk about the outcomes you want. Professionals providing advice will be invited to this meeting.

First Tier Special Educational Needs and Disability Tribunal (SENDIST) can be contacted by email: sendistqueries@hmcts.gsi.gov.uk

The SENO uses the advice to draft a post assessment summary which details your child/young person's special educational needs, their impact and the special educational provision required to meet the identified needs.

At the co-production planning meeting you will be able to talk with professionals about the aspirations and outcomes you and your child/young person want in the document.

The SENO will submit the post assessment summary to a multi-agency panel to consider whether to issue a draft EHC plan or not. The panel will also consider the resourcing required to deliver the provision specified in the plan.

An EHC needs assessment will not always lead to an Education, Health and Care Plan. The information gathered during the assessment may indicate ways in which the education setting/other provider can meet your child or young person's needs without an EHC Plan.

EHC plan not agreed

If the decision is not to issue an EHC plan, the SENO will contact you verbally and in writing to explain the Local Authority's decision. The post assessment summary will be sent to you and your child/young person's education setting.

The SENO will offer you and the school a meeting to discuss.

You have the right to consider or request formal mediation.

You have the right to appeal this decision to the SENDIST tribunal.

EHC plan agreed

If the decision is to issue a draft EHC plan, the SENO will contact you and send you a draft of the plan. You have 15 days to give any feedback, express a preference for an education setting and seek agreement for a personal budget.

The SENO will liaise with you about any feedback you give about the draft plan.

The SENO will consult with agreed education settings to seek their views on meeting the special educational needs and provision identified within the draft EHC plan. The education setting has 15 days to respond.

The SENO can meet with you and your child, the education setting and professionals to discuss content and implementation of the plan if this might be helpful. This is an optional meeting.

By week 20 the final EHC plan will be issued to you and a copy will be sent to the setting named in section I.

If you are not happy with the description of your child's needs in section B, the special educational provision to meet those needs set out in section F, or the placement named in part I, you can request a meeting with the SENO.

You have the right to consider or request formal mediation.

You have the right to appeal this decision to the SENDIST tribunal.

The EHC plan will be reviewed annually, with you, to check it continues to meet your child/young person's needs and their progress towards the outcomes identified.