

Parent/Carer information: Timeline for Education, Health and Care (EHC) Needs Assessment

From start to finish an EHC assessment should take no longer than 20 weeks†



Your SEND Officer:

Your SEND Co-ordinator:

Contact Number:

Weeks	Deciding whether to assess						Assessment and evidence gathering								Consultation with parents		Consultation with placement and finalising the plan			
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
What is going on with my request?	Upon receipt of a request for an EHC needs assessment the SEND Team in the Local Authority have 6 weeks to make a decision to go ahead or not. ††						Where an assessment is agreed the SEND team will request advice from education, health and social care professionals. †††						Following receipt of professional advice, the SEND Team have 4 weeks to decide whether to issue an Education, Health and Care Plan (EHCP) or not. ††				Where a plan is written you should receive a copy of the draft EHCP. You are asked to make comments and provide a preference for a school/setting.		The draft plan will be sent to the preferred school to ask if they can deliver the provision and meet the outcomes in the EHCP.	
What should I expect?	A letter and phone call from the SEND team telling you they have received your request.						You will receive a phone call and a letter from the SEND team telling you if the Local Authority agree to the assessment or not. In either circumstance you will receive an invite to attend a moving forward meeting . Where an assessment is not agreed you will be able to discuss the decision with your SEND officer at the moving forward meeting. ††						Following the assessment, where the Local Authority has agreed to issue a plan you will be invited to help decide or co-produce what we put into the plan at the moving forward meeting. Where a plan is not agreed you will be able to discuss the decision at the moving forward meeting. ††				The draft plan via post / email and a form for you to tell us about your school preference and an opportunity is provided to give us feedback about your experience so far.		Once the school have agreed they can meet need you should expect your final plan. ††	
What should I do?	If you have any more information that will help the SEND Team – let them know.						Make sure you can attend the moving forward meeting. Let the SEND team know if you are unable to make the date and time that has been suggested. You can contact IASS or IS to support you.						Get your questions ready for your moving forward meeting.				Let the SEND team know about any final changes you want. Complete the placement and feedback form and return to the SEND team.		Wait to receive your final plan.	

KEY

- † Exceptions apply to the timescale, for example, where there are missed appointments with Health, the child or young person is absent from the area for 4 weeks or more, there are exceptional or personal circumstances affecting the child or parent / carer, or where the educational institution is closed for at least 4 weeks.
- †† You have rights to appeal if you do not agree with the decision – you can contact IASS for support.
- ††† No new advice is needed where there is existing assessment information and parents/carers agree it is sufficient.

Our partners and support services:



The Information, Advice and Support Service (IASS), previously known as the Parent Partnership Service (PPS) provide free, confidential and impartial information, advice and support around Special Educational Needs and Disabilities, including health and social care. This will increase confidence to participate in decisions, empowering parents and young people to take an active role in their / their child's education. Contact: info@iass.org.uk or call 01952 457176.



PODS Parent Carer Forum is part funded through a grant from the Department for Education to ensure the voice of Parent carers of young people aged 0 – 25 years with special educational needs and disabilities (SEND). Parent carers are supported to ensure that their views are heard around local and national issues regarding services and provisions and taken directly to decision makers. We offer weekly family groups alongside consultation opportunities and invite professionals to meetings with parent carers. Please see our website for full details www.podstelford.org which also includes information on our Face 2 Face Project that offers emotional and practical support to families.

FAQs

What if I did not get a call or letter?	Contact your SEND Co-ordinator to ask what is happening to the request for an EHC assessment.
It has been 6 or 16 weeks and I have not received a decision?	Contact your SEND Co-ordinator. It may be that we are still waiting for advice and have not yet been able to make a decision or all advice has not been provided and so there are delays.
Where can I find out more information about how the Local Authority makes decisions about whether to agree to an EHC assessment and issue an EHC plan?	The decision making process including the criteria used by the Local Authority can be found on the Local Offer www.telfordsend.org.uk
What is a Moving Forward meeting?	<p>There are three scenarios within the 20 week timeline where you may be invited to a moving forward meeting.</p> <ol style="list-style-type: none">1) At week 6 where the Local Authority has not agreed to an EHC assessment.2) Between week 12 and 16 where the Local Authority has said no to issuing a plan (after the assessment has occurred).3) Between week 12 and 16 where the Local Authority has agreed to issue an EHC plan. <p>You will only need to attend a moving forward meeting once unless we change a decision.</p> <p>We understand that you will be disappointed if the Local Authority does not agree to an EHC assessment or does not issue an EHC plan, following an assessment, and so the moving forward meeting will be an opportunity for you to discuss the decision with your SEND officer and the child's educational setting. At this meeting we will work with you to agree actions with the child's setting, which will be recorded in a moving forward agreement, so that you understand the support that will be put in place.</p> <p>Where we do agree to issue an EHC plan the moving forward meeting will be an opportunity for you to help us decide (or co-produce) what goes into the plan. The meeting will be led by your SEND officer at the child's educational setting. The professionals who were part of the assessment may also be able to attend. You will be able to ask questions, clarify anything you are not sure about and help shape what is written in the plan.</p>
What happens once the EHC plan is completed at week 20?	Once you have the final EHC plan there will be an annual review. You will be invited to attend this meeting at the child/young person's educational setting. When your child is due to move school or into a post 16 placement the Local Authority will send you more information to explain the next steps.



Local Offer for Special Educational Needs and Disability



Discover everything you need to know about education, health and care services in your local area for children and young people with SEND 0-25yrs at...

www.telfordsend.org.uk

Key features...

- Search for clear and accessible information, advice and sources of support.
- Explore leisure, fun and short breaks activities.
- Find out about specialist services and education health and care plans.
- Learn how schools support special educational needs.
- Use the interactive map showing what is available near to where you live.
- Have your say through our online feedback form.