

# Request phase

Weeks 0-6

Request for an EHC needs assessment is submitted.

The 20 week process begins.

Email/letters are sent to parents/young person and professional informing them that an EHC needs assessment is under consideration

**Decision making**  
The Local Authority will consider the evidence and decide if an EHC needs assessment is necessary.

Parents and/or the young person are informed whether or not an EHC needs assessment will take place.

**Exit point**

Decision made not to proceed. Feedback provided and parent/s or young person informed of right to appeal.

# Assessment phase

Weeks 7-16

**EHC Needs Assessment**

Parent/s of child/ young person are asked to submit their contribution, expressing their views, hopes and aspirations.

Child/young person asked to submit their contribution, expressing their views, hopes and aspirations. A parental contribution may also be submitted if the young person wishes. Professional advice requested.

**Decision making**

The Local Authority considers the information and evidence gathered as part of the EHC needs assessment and decides whether to issue an EHC plan.

Parents/young person are informed of the decision.

When it is decided an EHC plan will be issued, the Local Authority produces a draft EHC plan.

**Exit point**

Decision made not to issue an EHC plan. Feedback provided and parent/s or young person informed of right to appeal.

# EHC Plan phase

Weeks 17-20

**Consultation on draft EHC plan begins**

The Local Authority sends draft EHC plan to parents or young person for a 15 day consultation.

Parents and young person has the opportunity to request a specific educational setting be named in the final plan

Personal budget statement offered.

**Final EHC plan issued**

The Local Authority finalises EHC plan and sends a copy to parents or young person and professionals involved in the EHC needs assessment.

The EHC plan must be reviewed within 12 months.

Parent/s or young person informed of right to appeal if not in agreement with SEN part of EHC plan.

**SEN Support continues**

Additional and different provision provided at SEN Support