

Education, Health & Care (EHC) Needs Assessments

What Happens - A Guide for Young People

The Special Educational Needs (SEN) Service receives your EHC assessment request.

WITHIN 6 WEEKS OF YOUR REQUEST BEING RECEIVED:

The SEN Service contacts you to give you further information.

Information is collected from relevant education professionals involved with you in the last two years.

Professionals read all the information and decide whether an EHC needs assessment is required:

If an assessment is not required:
You and your family are notified and given an explanation why an assessment is not needed and details of the mediation and appeal process. The school / college are also notified of the decision.

If an assessment is required: Reports are requested from your school/college, educational psychologist, health services, social care services and others involved with you.

UP TO THE END OF WEEK 14:

The reports are written and sent to the SEN Service.

Professionals read all the information and decide whether an EHC plan is required:

If an EHC plan is not required: You and your family will be able to view the reports and receive an explanation why an EHC plan is not needed. You will also be offered the chance to meet with an SEN Officer to discuss any concerns you may have, and details about your rights regarding mediation and appeal will be made available. The school / college are also notified of the decision.

If an EHC plan is required: the draft plan is written and made available (along with the reports used to write it), to you and the professionals that wrote the reports.

UP TO THE END OF WEEK 20:

You and your family have 15 days to comment on the information in the EHC plan and say which educational setting (such as a school or college) you would like naming in Section I of the plan.

The SEN Service considers your response. It consults with educational settings and considers their responses alongside yours. A placement is then identified/agreed and named in the plan.

The final EHC plan is made available to you and your family, and all relevant professionals / services. You will also be sent details about mediation and how to appeal.

TOTAL TIME: 20 WEEKS