The Education Health and Care Needs Assessment Process

First stage – Education, Health and Care request received

Notification is sent to any setting and professionals involved with the child / young person to inform them an Education, Health and Care (EHC) assessment may be carried out.

When a parental / young person request is received
Settings are asked to provide a full report and any reports from other professionals involved.

The local authority has **6 weeks** to make a decision whether to carry out an Education, Health and Care needs assessment

Second Stage – Education, Health and Care assessment

Education, Health and Care professionals known to the child/young person are asked to assess their special educational needs

Professionals have an obligation to provide reports **within 6 weeks** of the Local Authority notifying them the assessment is going ahead

EHC panel decide whether to issue an EHC plan or SEN Support Plan

Agree to issue an EHC Plan

**Third Stage – issuing an Education, Health and Care plan**

**Draft** Education, Health and Care plan and letter sent to parents/young person, professionals and setting within **16 weeks** of the date the request for an assessment was made.

Parents or young person then have **15 days** from the date of the letter to reply to the Draft EHC plan

Parents / young person to express preference for education setting.
Local Authority seeks placement

Final EHC plan issued within **20 weeks**, confirming placement

**EHC Plan not required**

SEN Support plan issued and letter sent to parents/young person, professionals and setting and inform parent within **16 weeks** of the request for an assessment

**Setting request assessment**
All reports from professionals involved should be included with the request

**Parent/young person request assessment**
Assessment profile completed including names of professionals involved

**Decision to assess**

**Yes**

Individualised letter sent to parents/young person including information about possible next steps

**No**