



The Education Health and Care Needs Assessment Process

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



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



Decision to assess

No



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



Yes



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 Summary of Assessment

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

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