Requesting an Education, Health and Care (EHC) Needs Assessment

**Do we need to request an EHC Needs Assessment?**
The educational setting meets with parent carers, the child or young person and other professionals (as appropriate) to decide whether a request for a needs assessment is required.

**Yes**

**Submit EHC Needs Assessment request to SEND Team**
Request to include all current reports from professionals involved with the child or young person.

**Day 1**

The EHC Needs Assessment request is logged and an acknowledgement letter is sent to confirm receipt to the family.

**1 Week**

The request is reviewed by two 0-25 SEND Officers.

**Is there enough information in the request?**
Are all professional reports included?

**No**

Contact is made by the SEND Service
Contact is made to those making the request and parents/carers explaining the additional information needed.

**Yes**

**Decision is made on whether to carry out an EHC Needs Assessment**

**1-6 Weeks**

**No**

SEN Support Plan
The 0-25 SEND Officer meets with the parents and carers, the young person, the educational setting, and other professionals and reviews the SEN Support Plan. Young Person’s and parents/carers rights are confirmed via letter. Educational setting continues to monitor progress through a process of ‘Assess, Plan, Do, Review’. A request for an EHC Needs Assessment can be re-considered at a later date if difficulties persist.

**Yes**

**0-25 SEND Officer contacts family to arrange a meeting to discuss next steps**
Timescales and next steps are discussed. Parents/carers are asked if there is any additional information needed from agencies currently involved with the child/young person. 0-25 SEND Officer checks that previously submitted parent carer views are still accurate.

0-25 SEND Officer explains Independent Supporter offer.

Date is set for a further co-production meeting with parent carers, child/young person and educational setting.
Carrying out an Assessment for an Education, Health and Care Plan

Information Gathering
All information within the EHC Needs Assessment request is made available to advice givers and additional advice is requested if needed. Advice givers must respond within 6 weeks from the date of the request.

The 0-25 SEND Officer drafts the findings of the EHC Needs Assessment into a template using all the information received for the SEND Panel to consider.

Panel Decision is made on whether to issue an Education, Health and Care Plan

Yes
Template is sent to the parent carer and/or young person and all attending the meeting a minimum of 48 hours before the meeting with the 0-25 SEND Officer.

No
SEN Support Plan
The 0-25 SEND Officer meets with the parents and carers, the child or young person, the educational setting, and other professionals and incorporates the template into an enhanced SEN Support Plan.

Co-Production Meeting with 0-25 SEND Officer
0-25 SEND Officer meets with parent carer, child/young person and educational setting. The child/young person’s and parent/carers’ updated views are sought. If the child or young person is not able to attend, the best person and method to seek their views is identified. The template is updated to reflect the discussions taking place in the meeting and any new information received.

Issue DRAFT Education, Health and Care Plan
Child or young person’s parent, and young person themselves can provide views on the draft

Consult Education Setting(s)

Issue FINAL Education, Health and Care Plan

The whole process needs to be completed within 20 weeks