Department for Education

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

The local authority has decided that a statutory assessment of your child's special educational needs/ disabilities is required.

Meet the local authority representative to decide if any further external assessments are needed, e.g, OT, SLT and Ed. psych. You may want to be accompanied by an Independent Supporter to meetings.

Any organisation asked to carry out an assessment or offer advice must comply within 6 weeks.

With your IS, ensure that your final submission includes all the evidence and reports. Update your parental statement to reflect any other assessments or changes. Don't forget to include all the interventions that have been tried by both school staff and from the local offer.

If it decides not to draw up an EHC plan, it must inform the parent within 16 weeks of the original request for an EHC plan, and there is a right of appeal.

The local authority makes a decision whether to issue an EHCP or whether it thinks your child can be helped sufficiently from the Local Offer.

With your independent supporter, and if possible, with your child, draw up a profile that can be used to show practitioners so they can understand who your child is as an individual. This helps them tailor the support specifically for your son or daughter. Include what your child likes about themselves, what is important to him/her and how he/she would like to be supported as an individual.

If an EHCP is to be drawn up, meet with the plan coordinator from the local authority and any representatives from health and social care to discuss the provision that will be required for your child from each sector.

The local authority will prepare a draft EHCP and send it to you to be reviewed. The Plan writer/coordinator should be expected to work with you and your IS during the drafting to co-produce the plan. Make sure that all the sections from A to E are filled out to your satisfaction. The legal duty to ensure your EHCP complies with the law lies with the LA

Remember that at any point, if you can't agree on any aspect of the plan, you can ask to take part in disagreement resolution.

The local authority has to discuss the placement with the proposed school to ensure that it is suitable before naming it in the EHCP. The institution should respond within 15 calendar days.

The local authority will send you the draft plan and an invitation to apply for a personal budget for your child.

Once you have received the draft plan, you & your IS (if you have one) now have 15 days to check through to ensure all needs and provision have been included & to make any alterations. During this time you can put forward the name of your preferred school and agree how any personal budget will be allocated.

For the provision sections F to H2, ensure that all the provision you agreed on earlier with the education, health and social care representatives and during your meetings with the plan writer, are included in this section as well as realistic outcomes expected.

The whole process must be completed within 20 weeks.

Following further consultations between the local authority and the parents/ young person, the final plan is issued. It must be reviewed at regular intervals to assess progress

The plan is implemented or, if you are not happy with the outcome, you can appeal after contacting the mediator. Mediation is possible, but not compulsory

If you want to appeal, go to Disagreements sheet