

<p>This easy to use chart can help you keep track of an Education, Health & Care (EHC) assessment. This shows you who should be doing what – Local Authority (LA), School, Health (CCG) & YOU (Parents &/or Young people). You can work out the dates simply by adding the date the 'request to assess' was submitted to the LA.</p>		
<p>Add dates . ./ . ./ . .</p>	<p>The legal Process.</p>	<p>What happens next...?</p>
<p>Week 0 Day 1 . ./ . ./ . .</p>	<p>LA receive request to assess</p>	<p>The LA will contact school & ask for evidence of your child's needs, any assessments undertaken & what support they have put in place (<i>graduated approach</i>). They will also ask for your <i>child's views</i> & a 'Family Conversation', which should show <i>parents views</i>.</p>
<p>Week 6 . ./ . ./ . .</p>	<p>LA say 'No' to assess</p>	<p>If the LA say 'No' they MUST send you their decision in writing, explaining why & how you can appeal this decision.</p>
<p>. ./ . ./ . .</p>	<p>The LA say 'Yes' to assess</p> <p>Or</p> <p>following mediation the LA agree to assess</p> <p>Or</p> <p>following tribunal the LA are directed to assess.</p>	<p>If the LA say 'Yes' the LA MUST arrange for evidence/assessments from</p> <p>A) You (parents &/or the young person (YP));(if not collected from day1)</p> <p>B) educational advice;(if not collected from day1)</p> <p>C) medical advice & information from a health care professional;</p> <p>D) psychological advice & information from an Educational Psychologist (EP);</p> <p>E) advice & information in relation to social care;</p> <p>F) advice & information from any other person the LA thinks appropriate; (SISS etc)</p> <p>G) advice & information from any person the child's parent &/or young person reasonably requests.</p> <p>H) where the child/young person is in or beyond year 9, advice & information to assist the child/young person in preparation for adulthood & independent living;</p> <p>The LA is legally required to seek all of this information as a minimum.</p> <p><u>Notes:</u></p> <ul style="list-style-type: none"> • <i>the advice given by all report writers needs to be clear, accessible & specific</i> • <i>the only exception to seeking new advice is 'where it is agreed, in relation to a particular advice, that existing information & advice is "sufficient" for the purposes of the assessment.'</i> • <i>Judgement that an individual report is sufficient MUST be made by all of the following</i> <ol style="list-style-type: none"> 1) the LA, 2) the original author of that report, and 3) YOU.
<p>Week 16</p>	<p>LA says 'NO' to</p>	<p>If the LA decides not to issue an EHC plan, having carried out the EHC needs assessment they MUST notify YOU in</p>

. /. ./. .	issue an EHCP	<u>writing by week 16</u> , & include why they made that decision, a summary of the reports gathered, YOUR right of appeal & include the evidence & reports gathered as part of the EHC assessment.
Week 14 – 16 . /. ./. .	LA decide to issue an EHCP Or following mediation the LA agree to issue Or following tribunal the LA are directed to issue	A draft EHC plan & all the appendices gathered during the EHC assessment, MUST be sent to YOU by week 14. The LA MUST advise the YOU where to find information about available schools/colleges. YOU have at least <u>15 calendar days</u> after receipt of the draft plan to: 1. check the contents of the draft EHC plan & consider amendments; 2. ask the LA for a meeting to discuss the draft EHCP 3. tell the LA the type of school/college - mainstream /special or the actual school/college YOU would like named in the final EHC plan. <u>Notes:</u> <ul style="list-style-type: none"> • Only YOU can ask for amendments (not schools). • YOU can ask the LA to extend the 15 days, though this may extend the 20-week process by the extended time.
Week 16 – 18 . /. ./. .	LA said 'YES' to issue an EHCP	The LA MUST consult with the school/college the parent/ young person has requested & any they feel could meet need. School/college have 15 days to respond. <u>Note:</u> <ul style="list-style-type: none"> • if school/college do not respond in 15days, <u>the LA cannot use this to extend the 20weeks</u>. The overall time limit of finalising an EHC Plan is within 20 weeks of the Initial request.
Week 20 . /. ./. .	LA issue final EHCP	Final EHCP MUST be sent to YOU; the school/college named in the EHC Plan & the CCG. <u>Notes:</u> <ul style="list-style-type: none"> • If your requested amendments are not agreed by the LA, they can still issue the final EHC plan. • The LA MUST notify YOU of your right to appeal to SENDIST Tribunal & the time limit for doing so, including the availability of information, advice and support (Solihull SENDIAS) & disagreement resolution services. • You can appeal against the description of SEN the special educational provision, & the school named, or the fact that no school is named.