

Team around the Family meeting at the setting to agree if EHC assessment is necessary

- SEN Team receives the request for EHC Assessment
- Parent/carer receives acknowledgment and explanation of next step
- Within 3 weeks the Disability Panel considers evidence
- Based on evidence, assessment required. SNO/Assessment Coordinator allocated
- If yes, by week 3, SEN writes to parents and professionals seeking advice.

? PROCEED TO PLAN ?

YES. Seek assessments/advice/information

This should include information from:

- Child/young person
- Parent/carer
- Relevant medical practitioner
- Educational professional
- Social Care professional
- Relevant therapists

NO. EHC Plan NOT is required

Within 6 weeks. Based on evidence, assessment not required. Letter sent to parents and copied to the setting explaining reasons for the decision from the Disability Panel.

- Based on evidence, type of support required is within SEN support
- Support needed from specific professional/s

SEN Team draft EHC Plan

Present to Disability Panel with advice for a decision whether an EHC Plan is necessary and funding is required to meet the assessed needs.

EHC Plan is NOT required

Letter with decision providing all information gathered and provide non-statutory Plan with SEN Support resources as feedback.

EHC Plan is required. SEN meets with parent/CYP/professionals to agree outcomes/check provision. Collectively analyse assessment findings & allocate lead professional for the EHC plan (SENCo). By wk 16 issue formal draft EHCP to parents/YP. Copy to contributors and consult with setting. 15 working day consultation begins

- Explain right of appeal and mediation process.
- Setting responsible for ensuring actions/support outlined.
- Meeting offered to explain how decision was reached

Parents/YP/professionals may request further amendments during consultation

Final EHC plan issued. Setting is named. Letter to parents/carers/CYP regarding mediation/appeals

TIMESCALE IS STATUTORY. 20 WEEKS MAXIMUM

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