

# Request an education, health and care (EHC) needs assessment



The below outlines the standard process that should happen; however, outcomes and education settings will be different for each child or young person going through this process.

## STEP 1



### REQUEST

The education setting, parent, or young person (16 - 25) can request an education health and care needs assessment.

## STEP 2



### WITHIN 6 WEEKS

We will assign an assessment and placement officer to you and ask you for further information to help with the decision.

We will then decide whether an assessment is necessary and will contact you within 6 weeks. If we decline your request, you have the right of appeal to the special educational needs and disability tribunal.

## STEP 3



### AFTER 6 WEEKS

Once we agree to start the process of a EHC needs assessment approximately 6 weeks after your request, a health co-ordinator (HCO) will contact you directly within a week of this decision to discuss your child's health history. This discussion helps us to seek advice from relevant health professionals that understand your child's needs.

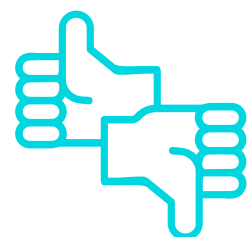
## STEP 4



### WITHIN 16 WEEKS

We will ask for advice and information about your child or young person's needs. We will contact you, the education setting, health care professionals, educational psychologists, social care, and any person requested by the parent or young person where we agree that it is reasonable to do so. The information must be collected within 6 weeks of this request.

## STEP 5



### BY 16 WEEKS OF INITIAL REQUEST

**Agree the EHC plan request:** if we decide to issue an EHC plan, we will notify you. We will allow enough time to prepare the draft plan and issue the final plan within the 20-week time limit.

**Decline the EHC plan request:** if we decide not to issue an EHC plan, we will notify you, the education setting they attend and the health service giving the reason for our decision. If you disagree with our decision, you have the right to appeal to the Special Educational Needs and Disability Tribunal.

## STEP 6



### ANNUAL REVIEWS

EHC plans are reviewed annually. This is called an annual review process. For children under 5 years of age, a review should take place every 3 to 5 months but they must also have an annual review.