

Pre-EHC Needs Assessment Request
Prior to a request for an EHC needs assessment, the expectation is that the professional completing the request chairs a Team around the Child meeting to gather the relevant evidence and complete the EHC needs assessment request form. Parent/ young persons consent must be obtained in writing before submitting the request.

Submit request for EHC needs assessment

Local Authority decides whether to conduct EHC needs assessment

Yes

No

Local Authority notifies parent/ young person of decision within a maximum of 6 weeks from request for assessment

Local Authority notifies parent/ young person of decision and right to appeal within a maximum of 6 weeks from request for assessment

Local Authority gathers the relevant information and evidence to inform the EHC needs assessment

Local Authority decides whether an EHC plan is needed

Yes

No

Local Authority drafts plan and sends it to parent/ young person

Local Authority notifies parents/ young person of decision and right to appeal within a maximum of 16 weeks from request for assessment

Parent/ young person has 15 calendar days to comment/ express a preference for an educational institution and should they wish seek agreement for a personal budget

LA must consult governing body, principal or proprietor of the educational institution before naming them in the EHC plan. The institution should respond within 15 calendar days

Following consultation of the draft, the plan is amended where needed and issues (Parents/ young person has the right to appeal).

Maximum time for whole process to be completed is 20 weeks from request