



3. CONDUCTING AN EHCP NEEDS ASSESSMENT

THE LOCAL AUTHORITY HAS DECIDED
THAT A STATUTORY ASSESSMENT
OF YOUR CHILD'S SEND IS REQUIRED.

Meet the LA representative to decide if any
further external assessments are needed, e.g. OT,
SLT and Ed. psych. You may want to take a friend,
partner or advocate to meetings.

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

Draw up a profile, that can be
used to show practitioners so
they can understand who
your child is as an individual.
Your school may help you
with this. This helps to tailor
the support specifically for
your child. Include what they
like about themselves, what
is important to them and how
they would like to be
supported as an individual.

Ensure that your final submission includes all the evidence and reports (copies
only). Number them and list them all on a separate sheet. 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.

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.

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

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

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

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 during the drafting
to co-produce the plan. Make
sure all the sections are filled
out to your satisfaction and
are accurate. Think about if &
how a personal budget might
be used to support your
child's needs. The legal duty
to ensure your EHCP
complies with the law lies
with the LA

The LA send the draft plan & should also invite
you to apply for a personal budget for your child.

Once you receive the draft plan, you have 15 days
to check through to ensure all needs are included
and are met with specified and quantified provision.
You can request alterations if not. During this
time you should name your preferred school and
agree how any personal budget will be allocated.

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

The LA 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.

AFTER FURTHER CONSULTATIONS BETWEEN THE LA &
THE FAMILY, THE FINAL PLAN IS ISSUED. IT MUST BE
REVIEWED AT REGULAR INTERVALS TO ASSESS PROGRESS

The whole process must be
completed within 20 weeks.

The plan is implemented. If you're unhappy with the final plan,
you can appeal after contacting the mediator. (See sheet 4)

If you want to
appeal, go to
sheet 4