A request is made for a Education, Health and Care Assessment is received by the LA and they have 6 weeks to make a decision.

(0-6 weeks)

Stage 1

The LA may ask for additional information and then present the request to the SEND Panel.

If agreed to carry out a EHC needs assessment the LA will seek further reports and they have 6 weeks to do this.

(6-12 weeks)

Stage 2

Once the EHC needs assessment is complete it will return to the SEND Panel to decide whether to issue an EHC Plan. A draft EHC Plan must be issued within 16 weeks of the request being made.

(12-16 Weeks)

Stage 3

The draft EHC Plan is issued to the parent/carer/young person for comments with a response timescale of 15 calendar days.

(16-18 weeks)

The draft EHC Plan is sent to the educational setting for comments with a response timescale of 15 calendar days.

(18-20 weeks)

The EHC Plan is finalised at the 20 week deadline.

(20 weeks)