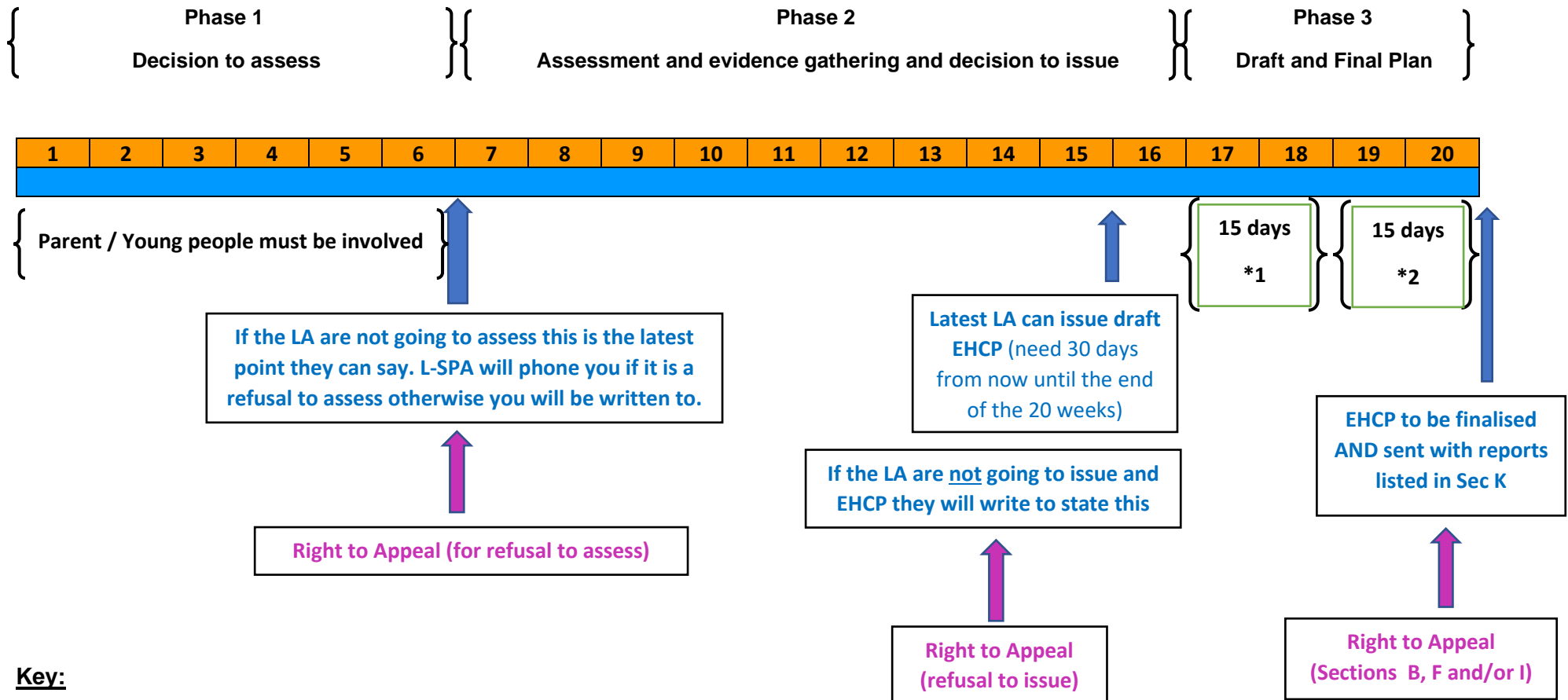


EHCP 20-week planner: assessment and planning process

(The flowchart below is explained in more detail in the 3 tables on page 2 and 3).



Key:

*1 – 15 calendar days for parent / young person to comment on draft and to request a particular School/College to be named in the Final Plan.

*2 – 15 calendar days for LA to consult with your preference of Schools/Colleges and nearest appropriate (if different).

Phase 1

Weeks	What happens	Notes, dates to note and when you have the Right to Appeal	Additional notes	Information pages that could be useful (www.sendadvice.org.uk)
Weeks 1 to 6	<p>Learners Single Point of Access (L-SPA) will make a decision whether to assess or not within the first 6-week period.</p> <p>Week 1 starts as soon as the EHC Needs Assessment request and evidence arrives with the LA.</p>	<p>NOTE DATE: Make a note of the date that the EHC Needs Assessment is sent in then note each of the main dates below</p> <p>Get confirmation it has been received (in writing).</p> <p>NOTE DATE: By the end of this week it is the latest the LA can inform you of a decision - this letter gives you the Right to Appeal. L-SPA will call all those with a Refusal to Assess.</p>	<p>You must be involved during this time.</p> <p>Start looking at Schools/Colleges – book a visit, look at Ofsted reports, talk to friends and neighbours and look on their websites.</p>	<ul style="list-style-type: none"> • EHC Needs Assessment • EHCP • IEP • What is the SEND Code of Practice? • SEN Support in Mainstream Schools • Funding for SEN Support in Mainstream <p>See Appeal Process sheets</p>

Phase 2

Weeks	What happens	Notes, dates to note and when you have the Right to Appeal	Additional notes	Information pages that could be useful (www.sendadvice.org.uk)
Weeks 7 to 16	<p>Assessment and evidence gathering and Decision whether to Issue an EHCP</p>	<p>Your details are now passed over to the SEN Team for your geographical area.</p> <p>Assessments and observations will be carried out over the next 6 weeks, (so professionals are given 6 weeks to carry out assessment and provide reports). It is therefore strongly advisable that parent/carers are available to attend these appointments, so these assessments are carried out in a timely manner.</p> <p>Week 16 - NOTE DATE: By mid-week at week 16, it is the latest the LA can issue a draft EHCP. You then have 15 calendar days to reply.</p>	<p>If not already done so, start looking at Schools/Colleges – book a visit, look at Ofsted reports, talk to friends and neighbours and look on their websites</p>	<p>Choosing a School for a child with SEN</p> <p>See Appeal Process sheets</p> <p>Checking a Plan</p> <p>EHCP and the section content</p> <p>Banding</p> <p>Duty to Specify</p> <p>Personal Budgets</p> <p>After you have checked a Plan</p>

Weeks	What happens	Notes, dates to note and when you have the Right to Appeal	Additional notes	Information pages that could be useful (www.sendadvice.org.uk)
		By the end of the week is the latest that the LA MUST notify you if they are not going to issue a Plan - you will have the Right to Appeal this decision.		

Phase 3

Weeks	What happens	Notes, dates to note and when you have the Right to Appeal	Additional notes	Information pages that could be useful (www.sendadvice.org.uk)
Week 17 to 20	Draft Plan and Finalised EHCP.	<p>Phase 3 is carried out over 30 days:</p> <p>First 15 days – parent / young person should comment on the draft EHCP and name a School.</p> <p>Second 15 days – LA consult with Schools / Colleges to be named in Plan.</p> <p>NOTE DATE: By the end of the 20th week the Plan must be finalised <u>and</u> sent with a letter that gives you the Right to Appeal.</p>	If not already done so, start looking at Schools/Colleges. Book a visit, look at Ofsted reports, talk to friends and neighbours and look on their websites.	See Appeal Process .