

## Cornwall's Education, Health and Care (EHC) assessment and planning process.

Chapter 9 of the SEND Code of Practice <https://www.gov.uk/government/publications/send-code-of-practice-0-to-25> describes the new EHC assessment and planning process and highlights the importance of the process being family-centred and outcomes-focussed. The SEND Code of Practice states:

9.21 Local authorities **must** consult the child and the child's parent or the young person throughout the process of assessment and production of an EHC plan. They should also involve the child as far as possible in this process. The needs of the individual child and young person should sit at the heart of the assessment and planning process. Planning should start with the individual and local authorities **must** have regard to the views, wishes and feelings of the child, child's parent or young person, their aspirations, the outcomes they wish to seek and the support they need to achieve them. It should enable children, young people and parents to have more control over decisions about their support including the use of a Personal Budget for those with an EHC plan. SEND Code of Practice p147

9.24 Local authorities should support and encourage the involvement of children, young people and parents or carers by:

- providing them with access to the relevant information in accessible formats
- giving them time to prepare for discussions and meetings, and
- dedicating time in discussions and meetings to hear their views. SEND Code of Practice p 148

Cornwall's EHC assessment and planning process puts the child and young person at the centre and ensures the above.

### Requesting a statutory assessment

The Local Authority would expect to carry out an Education, Health and Care (EHC) statutory assessment for children and young people who:

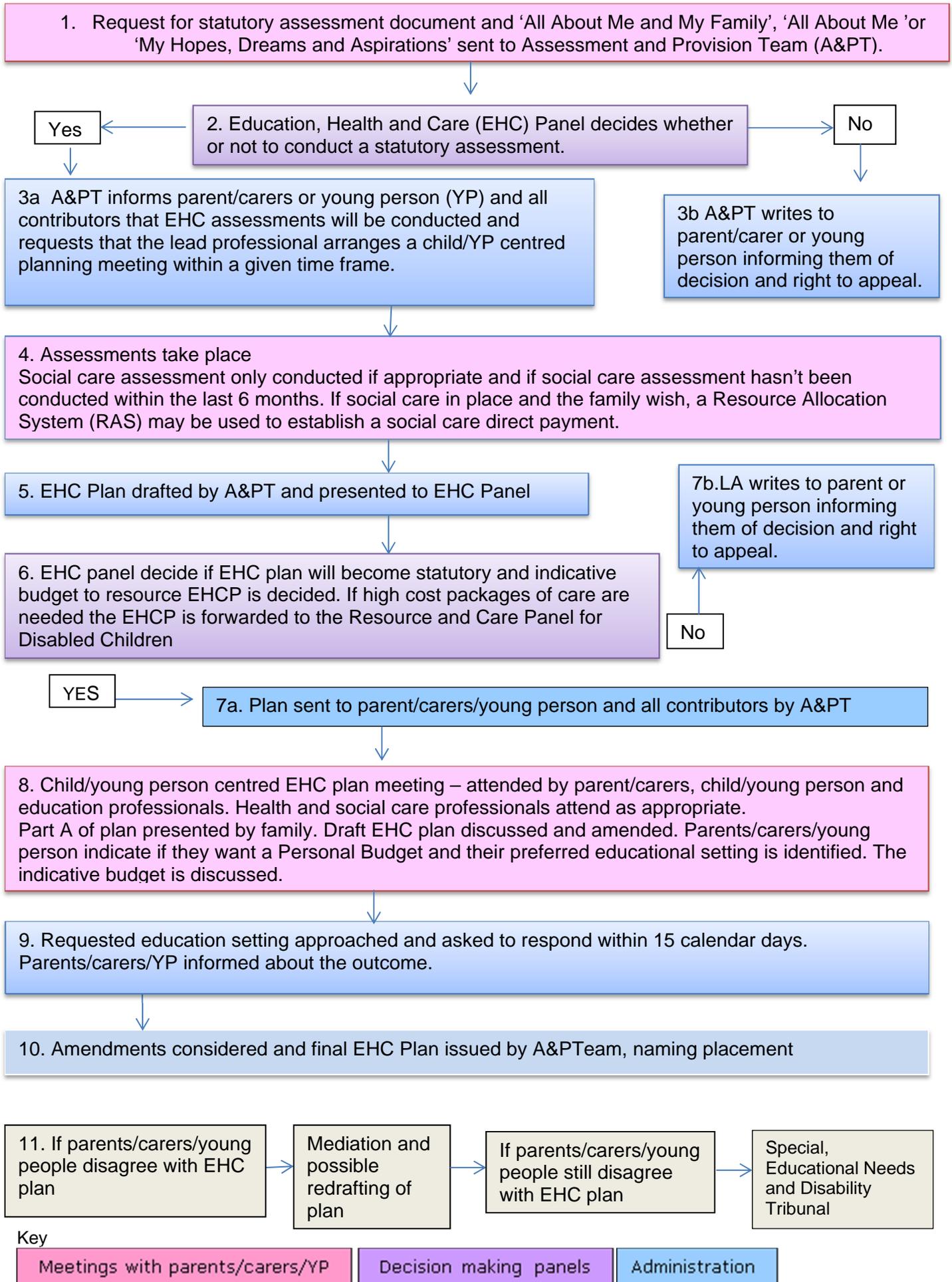
- have special educational needs (SEN)
- have SENs that are long term, severe and complex
- have not responded to sustained, relevant and purposeful measures taken by the school, setting and external agencies
- need SEN provision which cannot reasonably be provided within the resources normally available to mainstream schools and settings.

The decision whether to issue an EHC plan is based on the same criteria that were used to decide whether or not to issue a Statement of SEN.

A decision is made to request a statutory assessment at a team around the child meeting (e.g. Early Support, CAF, school review), Multi-agency Assessment Referral Unit, social care or health planning meeting (or review) or by parent/carer or young person. The lead professional is identified and parent/carers and/or young person complete the potential Part A of the EHC plan 'All about Me and my Family' or 'All About Me' or My Hopes Dreams and Aspirations'. These documents can be found on the Family Information Service website at <http://cornwall.childresservicesdirectory.org.uk/kb5/cornwall/fsd/localoffer.page>

Families can access the support of an Independent Supporter by contacting SENDIASS (formally Parent Partnership) [PPS@disabilitycornwall.org.uk](mailto:PPS@disabilitycornwall.org.uk) [www.disabilitycornwall.co.uk](http://www.disabilitycornwall.co.uk) 01736 751921

# Cornwall's 20 week EHC Assessment and Planning Process



## More detailed description of the process shown above.

1. The identified lead professional/ parent/carer and/or young person gathers current evidence and checks to ensure that the Education Health and Care (EHC) assessment criteria are met (these are currently the same as those for a Statement of SEN see Meeting Individual Needs CC website). Parents/carers clarify whether a social care assessment has taken place (within the last 6 months) and if not they discuss with a professional whether this would be appropriate.  
The lead professional, parent or young person sends the 'Request for Coordinated Statutory Assessment' document to the Assessment & Provision Team along with 'All about Me and my Family', 'All About Me' or 'My Hopes, Dreams and Aspirations', the child or young person's last provision plan (ES plan, School IEP etc) and any other supporting evidence.
2. The EHC panel checks the request for an EHC assessment against criteria and a decision is made whether or not to proceed with a statutory assessment.
3. If the decision is yes  
The Assessment and Provision Team:
  - informs the parent/carers/young person in writing that the assessment is going to proceed (information about SENDIASS and Independent Supporters is included with the letter). A casework officer contacts the parent/carer/young person and explains that they will be the point of contact throughout the assessment process.  
At this point the parents/carers/YP person may wish discusses whether or not they want a personal budget and whether this will include direct payments.
  - requests advices from professionals and forwards them the Request for Assessment document and the completed 'All about Me and my Family', 'All About Me' or 'My Hopes Dreams and Aspirations'.
  - requests that the lead professional arranges a child/YP centred planning meeting within a given time frame. At this meeting the draft EHC plan will be discussed.

If the decision is no  
The Assessment and Provision Team writes to the parent/carer or young person informing them of the decision and right to appeal.
4. Assessments take place.  
  
If a social care assessment has been undertaken within the last 6 months and a social care Child/YP plan is in place this will be used to inform the EHC plan. If not, and if appropriate, parents will be offered a social care assessment.  
  
During the assessments professionals meet families to discuss outcomes and provision. To ensure consistency they should also liaise with other professionals. For example, the educational psychologist and the teacher writing the educational advice could meet the family together.  
  
The professional's outcomes focussed advices are sent to the Assessment and Provision Team.
5. In light of the information received from the family and the advices from professionals, an EHC plan is drafted by the Assessment and Provision Team.

6. The EHC panel decides if the proposed EHC plan will become statutory and the indicative budget to resource the EHC plan is decided. If high cost packages of care are needed the proposed EHC plan is forwarded to the Resource and Care Panel for Disabled Children.
7. If the decision is yes  
The Assessment and Provision Team send the proposed plan to parent/carers/young person and to all contributors.  
  
If the decision is no  
The Assessment and Provision Team writes to the parent/carer or young person informing them of the decision and right to appeal.
8. Child/young person-centred EHC plan meeting takes place in the family's locality. This meeting is attended by parent/carers, child/young person, educational professionals and a representative from the Assessment and Provision Team. Health and social care professionals attend as appropriate.  
  
Part A of the plan is presented by the family. The proposed EHC plan is discussed and amendments made. Parents/carers/YP indicate if they want a Personal Budget and their preferred educational setting is identified. The indicative budget is discussed.
9. The requested education setting are approached by the Assessment and Provision team and asked to respond within 15 calendar days. Parents/carers/YP are informed about the outcome.
10. Amendments are considered and the final EHC Plan issued by the Assessment and Provision Team. The EHC plan now includes the name of the placement and includes details about the Personal Budget.
11. If parents/carers/young people disagree with the final EHC plan they can access the mediation service