

# An 'at-a-glance' guide to the Education Health and Care (EHC) Assessment

## Pre request and referral (Weeks 1-6 of the process)

### **Is an Education Health and Care (EHC) plan needed?** (Making this decision is the first step in the process)

- ✓ The early year's setting/school/education provider, parents or professionals working with the child or young person can make a request for an EHC statutory assessment to the Local Authority.
- ✓ All referral information is collated. This will be considered by the Local Authority EHC Panel to identify whether a statutory assessment leading to an EHC Plan is appropriate or if an early years, school or college based plan remains appropriate.
- ✓ The whole assessment and planning process from the time the assessment is requested until the final EHC Plan is issued lasts up to 20 weeks.

#### Ø **What happens for the child/young person and the family?**

- Parents will have been involved in discussions with their child's early years setting /school /college/education provider. Normally, they will have been involved in the development of the early years, school or college based plan.
- The parents and referrer will receive confirmation of the outcome of the referral request within 6 weeks of the request being made. The Local Authority aims to make the decision as quickly as possible and well within this 6 weeks time limit whenever possible.
- If the local authority decides not to proceed with a statutory assessment, the family will be sign posted back to the early years, school or college providers to develop further the SEN support plan for the child or young person. This may include input from a lead professional or Educational Psychologist.

#### Ø **What happens for professionals?**

- Before supporting or making a request for an EHC Statutory Assessment, the child/young person should normally have in place a support plan that shows how agencies have worked together to identify and support the child/young person's needs. Usually this plan will have been reviewed at least twice in collaboration with the family and child or young person as appropriate. There will be evidence of support being adapted or replaced depending on how effective it has been in achieving the expected outcomes. This information is also required when the family or young person make the request for a statutory assessment.

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- Professionals need to be sure that the request is in line with local guidance and sets out how the delegated funding for SEN is being used.
- If an assessment is deemed not appropriate relevant staff will be informed of any follow up or further support needed.

## Listening and understanding (Weeks 3-8)

- ✓ The Assessment Coordinator will contact the family to discuss the process and set a date for a planning meeting in weeks 10 to 12 of the process.
- ✓ The Assessment Coordinator can support any additional work around the 'Circle of Support' and 'All About Me'.
- ✓ The Assessment Coordinator will identify any additional reports or assessments required as part of the statutory assessment process and will ensure that these requests are made.
- ✓ The EHC Case Officer gathers all existing and additional evidence, making contact with Health and Social Care and other specialists as required.
- ✓ Relevant professionals will carry out the assessment of the child or young person's education health and care needs.

### Ø **What happens for the child/young person and the family?**

- The child/young person and family receive contact from their Assessment Coordinator who will discuss the purpose of the planning meeting and wherever practical, identify the family preferences and availability for meeting times and location.
- The child/young person and family meet the Assessment Coordinator and other relevant professionals who will discuss their role and work with the family and child or young person to support the assessment of the child or young person's education health and care needs. process.
- The child/young person and their family are able to review and edit the 'all about me' section and 'circles of support'.
- The child/young person and their family will be in receipt of all paper work collated through the statutory assessment process.

### Ø **What happens for the professionals?**

- Professionals should make an initial contact with the child/young person and family.
- Professionals gather available information, identify and or carry out any assessments required and where relevant, notify the EHC Case Officer of any additional information or assessments required following on from discussion with the family and/or young person.

- All professionals involved should respond to requests to be involved in assessments and attend any planning meetings as required. These meetings will be coordinated by the Assessment Coordinator
- The EHC Case Officer will ensure that the family are in receipt of all paper work collated through the statutory assessment process

## Agree and allocate (Weeks 9-13)

- ✓ All information is gathered together and a decision is made whether an EHC plan is necessary for the child/young person.
- ✓ If the outcome of the statutory assessment is that an EHC plan is not appropriate the reasons will be set out clearly in a letter to the parent and referrer. Also a meeting will be offered between the school/provider, Assessment Coordinator and parent to discuss the outcome and set out any on-going appropriate support to be delivered by the school/education provider.
- ✓ If it is agreed an EHC plan is appropriate the parent, referrer and all involved parties will be advised.
- ✓ The resources identified as needed to deliver the plan are assessed and allocated.

### Ø **What happens for the child/young person and the family?**

The young person and/or family are advised of the outcome of statutory assessment.

- If an EHC plan is felt to be appropriate the young person and their family will be advised and the Assessment Coordinator will begin to draft an EHC plan.
- If the outcome of the statutory assessment is that an EHC plan is not appropriate, the reasons will be set out clearly in a letter to the parent and referrer. Also a meeting will be offered to discuss the outcome and set out any on-going appropriate support to be delivered by the school/ education provider.

### • **What happens for the professionals?**

- All information is gathered together and a decision is made whether an EHC plan is necessary for the child/young person.
- If it is agreed an EHC plan is appropriate the resources needed will be assessed and agreed.
- If the outcome off the statutory assessment is that an EHC plan is not appropriate the Assessment Coordinator will send a letter explaining the reasons and will offer a meeting.
- The Assessment Coordinator uses all collated information to draft an initial EHC plan to be discussed at the planning meeting.

## Finalising the EHC Plan (Weeks 14-20)

- √ The Assessment Coordinator will work with the family to finalise the plan and identify the school placement.
- √ The final plan will be issued with a review date set. The plan will need to be reviewed annually but it is possible with agreement from all parties to have interim reviews regarding particular outcomes.

### ∅ **What happens for the child/young person and the family?**

- The child/young person and family will work with the Assessment Coordinator to produce a final plan and identify an appropriate school placement.
- Personal budgets are identified where appropriate.

### ∅ **What happens for the professionals?**

- The final plan will be sent to the education provider, health and social care as appropriate.
- The local authority will arrange that the SEN provision as identified in the plan is put into place.
- The appropriate Clinical commissioning group must ensure that specified health provision is made.

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