

**Royal Borough of Windsor and Maidenhead (RBWM)  
Guidelines for Requesting an Education, Health & Care Plan (EHC) Assessment**

Increasing concern about meeting a child's needs in an educational setting

- Is there at least 2 terms of evidence?
- Does the child meet the criteria based on evidence of needs from [RBWM Guidance Booklet](#) (Chapter 6)?
- Are you able to demonstrate additional interventions required and outcomes sought?

No

SEN Support  
& SEND Local Offer

Yes

Provide additional  
evidence  
requested by panel

Request an EHC needs assessment  
Send completed form & relevant evidence to SEND panel via Children and  
Young People Disability Service (CYPDS)

- Is the quality of evidence good enough to make an informed decision?
- Does the evidence provide enough information to proceed with the request for an assessment?

Yes

No

CYPDS notifies parent/young  
person of the decision

Within a maximum of  
6 weeks from request

CYPDS notifies parent/young person  
of the decision & right to appeal

CYPDS must gather advice from relevant professionals  
Assessment Co-ordinator supports parents/young person with the process

EHC assessment information presented to SEND panel

Within 6 weeks of agreement to assess

- Is an EHC plan needed?
- Do the interventions require more than **SEN Support** to be implemented?

Yes

No

CYPDS draft the EHC plan and  
sends it to parents/young person

Within a maximum of  
16 weeks from request

CYPDS notifies parent/young person  
of the decision & right to appeal

Parent/Young person expresses a  
preference for an educational setting.

LA consults educational setting

EHC plan is issued

Within a maximum of  
20 weeks from request

SEN support plan is issued

