If the child or young person (CYP) is not progressing at SEN Support, professionals and parents can request an EHC Needs Assessment OR If the needs are complex the parents, young person and/or professionals can request an EHC Needs Assessment straight away.

If an EHC Needs Assessment is not deemed necessary the parents/YP and providers are guided through the support available at SEN Support and through the Local Offer.

EHC Needs Assessment request is submitted to the Single Point of Access for consideration of whether an assessment is necessary in line with the SEND Code of Practice 2014.

If agreed, the SEND Keyworker is allocated and contacts the family to discuss and collect information. A meeting can be arranged at parent’s request.

The SEND Keyworker coordinates a team around the child and family process to gather specialist input and collates the information to inform a Plan.

The SEND Keyworker prepares the case for the decision making group (DMG) for the LA to be able to consider whether an EHC Plan is necessary.

Decision is made by the LA to issue an EHC Plan or a Person Centred Plan (where the CYP’s needs can be met at SEN Support).

Parents / Carers / C/YP offered a Person Centred Support Plan describing the needs and provision expected at SEN Support.

The assessment process may take from 8 to 20 weeks depending on personal circumstances, complexity of needs and the point of entry.

Annual Review of the progress towards outcomes.

EHC Plan finalised

Consultation responses discussed with parents / carers and CYP.

Formal consultation with preferred educational setting.

SEND Keyworker produces a draft EHC Plan to be shared with parents / CYP.