

Statutory timescales explained

Request for an education, health and care needs assessment (EHCNA)						Education, health and care needs assessment (EHCNA) takes place										Education, health and care plan (EHCP) agreed				
Week	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20

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Request is received for an EHCNA.

The local authority has 6 weeks to make a decision whether or not to assess.

The child/young person will be discussed in a Considerations Panel made up of a number of different professionals including a Team Manager from the Special Educational Needs Team, a Special Needs Officer, a Senior Educational Psychologist and a representative from the Parent Carer Forum (there may also be other professionals in attendance).

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After 6 weeks the local authority must inform parents of the decision.

The possible decisions can be:

- agree to an assessment
- refusal to assess (parents have right to appeal at this point).

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The EHCNA process can take up to 16 weeks – this is to allow the Planning Coordinator conducting the assessment to retrieve information from all relevant professionals.

This will include a parent views booklet.

It is at this point that the local authority will make a decision as to whether or not to issue an EHCP.

If an EHCP is agreed, your Planning Coordinator has 4 weeks in which to write up a draft EHCP.

If an EHCP is agreed, this is when your Planning Coordinator will begin to liaise with you regarding school preference and may consult with schools to seek a placement.

If an EHCP is not agreed, an Inclusion Plan will be drafted, which is very similar to an EHCP it just doesn't have the legal obligation (parents have right to appeal at this point).

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By week 20 a draft EHCP is produced, in which parents are able to provide amendments before it is finalised.

(Parents have right to appeal at this point).