



SEN PSG GUIDES – EHCP TIMELINE

Did you know?

The Legal Threshold for EHCP Assessments?
According to The Children & Families Act 2014: Section 36 (8)
"The local authority must secure an EHC Needs assessment for the child or young person if after having regard to any views expressed and evidence submitted under subsection 7 the authority is of the opinion that:
The child or young person HAS or MAY HAVE special educational needs &
It MAY be necessary for special educational provision to be made for the child or young person in accordance with an EHC Plan.
That's it.
That's the legal threshold.

Did you know?

It is your right, under Regulation 13 of the SEND Regulations 2014 to have a Planning Meeting
A planning meeting is your chance to discuss your Draft EHCP with the LA, school and any professionals able to attend.

They do not freely offer these so Request one!

WEEKS 1 - 6

Local authority are assessing whether they will agree to a needs assessment

- Parent or school makes the request for a EHC needs assessment
- Notification will be received to sign in to Citizen Portal to submit additional information / parent views
- The LA will hold a SEND panel to review EHC needs assessment requests
- **Within 6 weeks, the LA must respond to confirm their decision**

EHC NA DECLINED?

- Log your request for mediation within 2 months
- A mediation date must then be set within 30 days unless there are extenuating circumstances

WEEKS 7 - 12

Information and assessments are being gathered

- LA must gather information from:
- You as the child's parent
 - Headteacher / SENCO
 - Health care professionals
 - Educational psychologist
 - Social care
 - Any person you reasonably request
- Those contacted have 6 weeks to respond.
A decision must be reached by week 12

EHCP DECLINED?

- You must send your appeal form to the SEND Tribunal within 2 months

WEEKS 13-16

Draft EHCP is drafted and reviewed by parents

- **A draft version of the plan must be issued by week 14**
- A copy should be sent to all those who contributed to the needs assessment
- **Parents have 15 days** to respond with comments / changes, name a type / specific school and request a meeting to discuss the draft with the LA

NO DRAFT AT WK14?

- If you have not received the draft by week 14, send in a complaint

WEEKS 17-20

Final EHCP plan is being written

- The LA must consult with the school you have named
- LA should make amendments to the draft plan
- **The final EHCP must be issued by week 20**

FINAL EHCP ISSUES?

- You can appeal to SEND Tribunal if you have issues with the description of SEN, the provision named or the type of school named.