

# Education, Health & Care (EHC) Needs Assessments and EHC Plans

## Guidance for Parents and Carers

This leaflet is for parents and carers of children and young people with special educational needs and disabilities (SEND) living in Nottingham City.

### **The Local Offer**

Nottingham City's Local Offer is the central place to access all information about services and support available to children and young people with SEND and their families. It includes information about education, leisure, social care and health services from birth to 25, to help children and young people and their families to make informed choices.

Nottingham City's Local Offer can be found at: [www.nottinghamcity.gov.uk/localoffer](http://www.nottinghamcity.gov.uk/localoffer)

### **Getting the Right Support**

#### **Education**

Nottingham City uses a graduated approach to services and support, and most children and young people with SEND will have their needs met within the resources available to schools and colleges without the need for an Education, Health and Care (EHC) Plan.

Funding for High Level Needs support is already included in schools' and colleges' budgets, but additional funding is available to top this up for individual children and young people with the most complex support needs.

There is a teacher in every school called a Special Educational Needs Coordinator (SENCO). They are responsible for planning the provision for children and young people with SEND in their school. If you are concerned that your child may not be receiving the support they need, you should first discuss your concerns with the class teacher or SENCO as they have the most frequent contact with your child. You can also raise queries or concerns with the Head Teacher and the school's governing body. Working closely with school staff will often help address issues swiftly and successfully.

### **Getting the Right Support**

#### **Health**

Disabled children often have very complex health needs. Nottingham City Clinical Commissioning Group (CCG) works with disabled children and their families to provide the very best healthcare. The aim is to make sure that disabled children and young people grow up to be happy and healthy.

If you have any questions about your child's health, talk to your health visitor, school nurse or family doctor. As well as providing you with help and advice about staying healthy, they can put you in touch with other specialist health and social care services.

Your health visitor, school nurse or family doctor will be able to help you with a wide range of health issues, such as your child's growth and development, sleeping, mobility, continence, behaviour, diet and eating, immunisations and common infections. They will also be able to help you access more specialist support if you need it.

## **Getting the Right Support**

### **Social Care**

Disabled children and their families often need some additional support from social care teams. This can include short breaks and respite care, holiday play schemes, care in the home, and equipment and adaptations.

As a parent, you have the right to ask for your child's needs to be assessed by social care services. You also have the right to ask for a carer's assessment for yourself.

An assessment could lead to services being put in place for your disabled child, or to help you as their carer. Alternatively, the Whole Life Disability Service may direct you to other services if they are more appropriate to meet your family's needs.

If you think that you or your child would benefit from the help of social care services, you can contact the Whole Life Disability Service using the following contact details:

Email: [disabledchildren.team@nottinghamcity.gov.uk](mailto:disabledchildren.team@nottinghamcity.gov.uk)

Telephone: (0115) 88 38266

## **Multi-Agency Planning and Support**

In a very small number of cases, you, the school, or professionals working with your family may feel that your child's needs are not being met by the current support available, and that a more detailed multi-agency plan is required. In this case, the Common Assessment Framework (CAF) process would be the best way to draw together all the professionals working with your family. The CAF should identify, at the earliest opportunity, your child's needs and support requirements and provide a co-ordinated multi-agency support plan to meet those needs within universal, targeted and, if appropriate, specialist services.

If it becomes clear that the extent of your child's needs have not been fully identified, or that, despite receiving appropriate support, your child is not making good progress, you, the school, or professionals working with your family can request a statutory assessment.

## **Education, Health & Care Plans**

An Education, Health and Care (EHC) Plan brings your child's education, health and social care needs into a single legal document. The EHC Plan will describe what outcomes we all want for your child, what support is required to meet your child's needs and who will provide the support.

An EHC Plan can cover the age range from birth up to the time of leaving education, which may be up to the age of 25 if necessary.

There could be opportunities for you to have more choice and control about how your child receives support through the Personal Budget element of the plan.

## **Requesting an Assessment**

The following people have a specific right to request an EHC needs assessment:

- The child's parent
- A young person over the age of 16 but under the age of 25
- Children and young people aged 10-18 in youth custodial institutions
- A person acting on behalf of a school or post-16 institution.

In addition, anyone else can bring a child or young person who has (or may have) SEND to the attention of the local authority. This could include:

- Foster carers
- Health and social care professionals
- Early years practitioners
- Educational psychologists
- Youth offending teams, probation services and those responsible for education in custody

Where possible, this should be done with your knowledge and agreement.

Parents, carers and young people over 16 can request an assessment by contacting the Special Educational Needs (SEN) Service for an application form, either by phone on 0115 876 4300, by email at [special.needs@nottinghamcity.gov.uk](mailto:special.needs@nottinghamcity.gov.uk) or by writing to: the SEN Service, Building 5, Woolsthorpe Depot, Woolsthorpe Close, Bilborough, Nottingham NG8 3JP. An assessment request form is also available online at:

[www.nottinghamcity.gov.uk/education-and-schools/special-educational-needs-service/request-for-statutory-assessment-for-education-health-and-care-plan/](http://www.nottinghamcity.gov.uk/education-and-schools/special-educational-needs-service/request-for-statutory-assessment-for-education-health-and-care-plan/)

The form needs to be filled in by you (and/or your child if he/she is over 16) AND your child's education setting.

## **Once a Request for Assessment is Received**

If you request an EHC needs assessment, the SEN Service will contact you to introduce themselves and talk through what will happen next and clarify any details if required.

In addition, the SEN Service will collect supporting information from educational professionals that work, or have worked, with your child within the last 2 years.

Once all this information is gathered, professionals will consider if it is necessary to carry out an EHC needs assessment.

## **Decision Not to Proceed with an Assessment**

If the decision is made not to proceed with an assessment, the SEN Service will write to you, outlining the reasons and giving recommendations of next steps to help meet your child's needs. Your child's education setting will also receive a copy of this letter.

If you have any queries or would like to discuss the decision further, you may find it helpful to meet with an Officer from the SEN Service to discuss any concerns. You may also wish to request mediation services to help resolve any disagreements. You will also have the right of appeal to the first tier of the Special Educational Needs and Disability Tribunal.

### **Carrying Out the Assessment**

If the decision is made to carry out an assessment, you will be sent a letter telling you this and outlining the assessment process and timelines.

The SEN Service will then gather further information and advice from professionals involved with your child, to add to the information already provided. We will write to your child's educational setting, an educational psychologist, Health services, Social Care and other specialist services involved. An Engagement and Advice Worker from the SEN Service will also arrange to meet you and your child to draw up a one-page profile setting out your child's views, what he/she likes and dislikes and what they would like for the future.

Once all reports are received, a panel of professionals will consider if it is necessary to issue an EHC Plan.

### **Deciding If an EHC Plan is Needed**

Within eight weeks, the SEN Service will contact you to let you know whether it has decided that an EHC plan is required. If a plan is required, a draft EHC plan will be sent for you to consider. If an EHC Plan is not issued, you will be given the reasons why and the opportunity to discuss any queries or concerns with an Officer from the SEN Service. You may also wish to request mediation services to help resolve any disagreements. You will also have the right of appeal to the first tier of the Special Educational Needs and Disability Tribunal.

If a draft EHC Plan is issued, the sections about educational placement and personal budget will be left blank. You will be asked to identify which school or college placement you would like to be named for your child to attend. Where relevant, there will also be discussion about whether you wish to have a personal budget.

### **Issuing the Final EHC Plan**

Once you receive the draft EHC Plan, you will have 15 days to tell the SEN Service what you think about its content and to give your views about the educational setting you would like your child to attend. This may be the school or college they already attend. If required, you will have the opportunity to talk to or meet an Officer before the plan is finalised.

You will receive the final version of the EHC Plan 6 weeks after the issue of the draft EHC Plan.

The EHC Plan will be reviewed annually and your views and those of your child will be central to this process.

## The EHC Assessment Timeline: the process takes a maximum of 20 weeks:

### BY THE END OF WEEK 6:

An EHC assessment request form, completed and signed by both the parent (and young person if over 16) and educational setting, is received by the Special Educational Needs (SEN) Service.

The SEN Service contacts the parent/young person to introduce themselves and discuss what will happen next.

The SEN Service collects supporting information from education professionals that work, or have worked, with the child/young person within the last two years.

Professionals consider the request form and supporting information and decide whether to assess:

**If the decision is *not* to assess:** the SEN Service writes to the parent/young person (copying in the education setting) outlining the reasons for the decision and giving recommendations to help meet the child's/young person's needs.

**If the decision is to assess:** the SEN Service inform the parent/young person of the decision. It requests reports from the educational setting, an educational psychologist, Health services, Social Care and other specialist services involved with the child/young person.

### BY THE END OF WEEK 14

The people asked to provide information write their reports and send them to the SEN Service.

An Engagement and Advice Worker meets with the child/young person and their family to gather further information (what is important to the child/young person and family both now and in the future etc.) They will also gather additional information from professionals if needed.

A range of professionals consider the reports and decide whether to issue an EHC Plan:

**If the decision is *not* to issue an EHC Plan:** the assessment reports are sent to the parent/young person, along with a letter (copied to the education setting) explaining why a Plan is not required. Information about mediation, rights of appeal and how to arrange a 'next steps' meeting with the SEN Service and education setting is also sent.

**If the decision is to issue an EHC Plan:** the draft Plan is written and sent (along with the assessment reports) to the parent/young person and the professionals that wrote the reports.

### BY THE END OF WEEK 20

The parent/young person are invited to comment on the content of the EHC Plan and state which educational setting they would like naming in Section I of the EHC Plan.

The SEN Service considers the parent/young person's responses. It will consult with educational settings and consider their responses alongside the parent/young person's views. A placement is then identified and named in the Plan.

The final EHC Plan is issued to the parent/young person and all relevant professionals/services, along with details of mediation and rights of appeal etc.

## **Further Support and Advice**

### **Nottingham and Nottinghamshire Information, Advice & Support Services (IASS)**

Website: [www.askusnotts.org.uk](http://www.askusnotts.org.uk)

Email: [askus@futuresforyou.com](mailto:askus@futuresforyou.com)

Tel: 0800 121 7772

### **Ask Iris (an information service for parents and children)**

Website: [www.askusnotts.org.uk](http://www.askusnotts.org.uk)

Email: [communications@futuresforyou.com](mailto:communications@futuresforyou.com)

Tel: 0800 85 85 20

### **Children's Centre Information Service at the City Hospital**

Email: [infoservicescdc@nottshc.nhs.uk](mailto:infoservicescdc@nottshc.nhs.uk)

Tel: (0115) 883 1157 and 883 1158

### **Nottingham City Families Information Service**

Email: [fis@nottinghamcity.gov.uk](mailto:fis@nottinghamcity.gov.uk)

Tel: 0800 458 4114

### **Rainbow Parent Carer Forum**

Website: [www.rainbowpcf.org.uk](http://www.rainbowpcf.org.uk)

Email: [admin@rainbowpcf.org.uk](mailto:admin@rainbowpcf.org.uk)

Tel: 07837 278 981 and 0115 786 0211

### **Special Educational Needs (SEN) Service**

Email: [special.needs@nottinghamcity.gov.uk](mailto:special.needs@nottinghamcity.gov.uk)

Tel: (0115) 87 64300

### **Whole Life Disability Service (WLDS)**

Email: [disabledchildren.team@nottinghamcity.gov.uk](mailto:disabledchildren.team@nottinghamcity.gov.uk)

Tel: (0115) 88 38266

### **Personal Budgets and Direct Payments**

Email: [direct.payments@nottinghamcity.gov.uk](mailto:direct.payments@nottinghamcity.gov.uk)

Tel:

(0115) 87 63500 (direct payments for children)

0115 87 63682 (direct payments for adults)