

My Education, Health & Care (EHC) Assessment

What Happens - A Guide for Young People

BY THE END OF WEEK 6

The Special Educational Needs (SEN) Service receives your EHC assessment request form.

A worker gets in touch with you and your family to talk about what will happen next. They also gather more information if appropriate.

Information is collated from relevant education professionals involved in the last two years.

Professionals read all the information and decide whether an EHC needs assessment is required:

If an assessment is not required: You and your family get a copy of the reports, a letter explaining why an assessment is not needed and details of mediation and appeal. The letter is also sent to your school/college.

If an assessment is required: Reports are requested from your school/college, educational psychologist, health services, social care services and others involved with you.

BY THE END OF WEEK 14

The reports are written and sent to the SEN Service. An Engagement & Advice Worker meets with you and your family to draw up a one page-profile setting out your views, what you like/dislike and what you would like for the future.

Professionals read all the information and decide whether an EHC Plan is required:

If an EHC Plan is not required: You and your family get a copy of the reports and a letter explaining why an EHC Plan is not needed. You will also be offered the opportunity to meet with an SEN Officer to discuss any concerns you may have, and be sent details of your rights regarding mediation and appeal. The letter about the decision will also be sent to your school/college.

If an EHC Plan is required: the draft Plan is written and sent (along with the reports used to write it), to you and your family and the professionals that wrote the reports.

BY THE END OF WEEK 20

You and your family can comment on the information in the EHC Plan and say which educational setting (such as a school or college) you would like naming in Section I of the Plan.

The SEN Service considers your response. It consults with educational settings and considers their responses alongside yours. A placement is then identified/agreed and named in the Plan.

The final EHC Plan is sent to you and your family, and all relevant professionals/services. You will also be sent details about mediation and how to appeal.

TOTAL TIME: 20 WEEKS