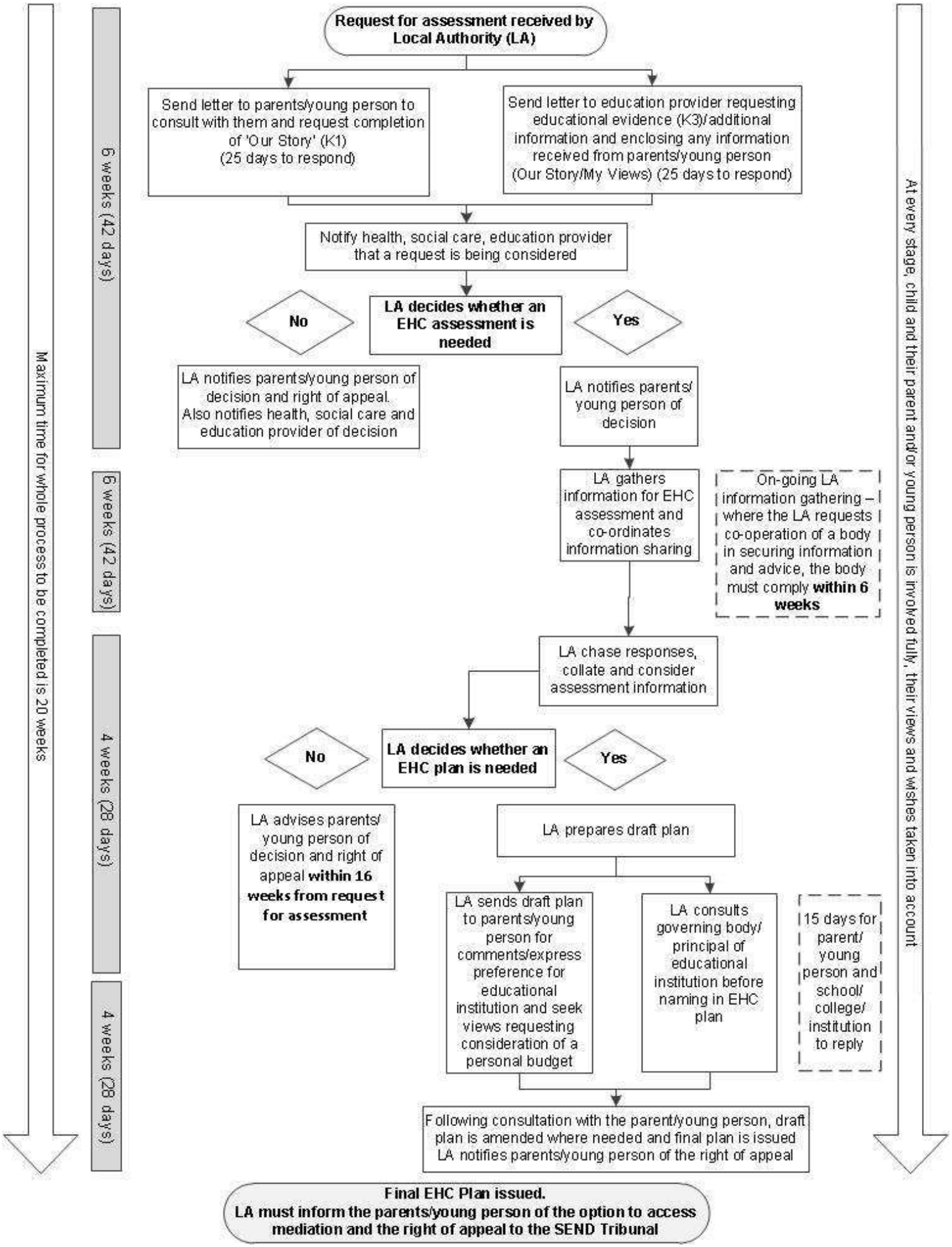
Request for assessment received by Local Authority (LA)
Send letter to parents/young person to consult with them and request completion of 'Our Story' (K1) (25 days to respond)
Send letter to education provider requesting educational evidence (K3)/additional information and enclosing any information received from parents/young person (Our Story/My Views) (25 days to respond)
Notify health, social care, education provider that a request is being considered
LA decides whether an EHC assessment is needed
No
Yes
LA notifies parents/young person of decision and right of appeal. Also notifies health, social care and education provider of decision
LA notifies parents/ young person of decision
LA gathers information for EHC assessment and co-ordinates information sharing
On-going LA information gathering – where the LA requests co-operation of a body in securing information and advice, the body must comply within 6 weeks
LA chase responses, collate and consider assessment information
LA decides whether an EHC plan is needed
No
Yes
LA advises parents/ young person of decision and right of appeal within 16 weeks from request for assessment
LA prepares draft plan
LA sends draft plan to parents/young person for comments/express preference for educational institution and seek views requesting consideration of a personal budget
LA consults governing body/ principal of educational institution before naming in EHC plan
15 days for parent/ young person and school/ college/ institution to reply
Following consultation with the parent/young person, draft plan is amended where needed and final plan is issued LA notifies parents/young person of the right of appeal
Final EHC Plan issued.
LA must inform the parents/young person of the option to access mediation and the right of appeal to the SEND Tribunal
6 weeks (42 days)
6 weeks (42 days)
4 weeks (28 days)
4 weeks (28 days)
Maximum time for whole process to be completed is 20 weeks
At every stage, child and their parent and/or young person is involved fully, their views and wishes taken into account