

EHCP TIMELINE

1-6 weeks

A parent or school makes a request for an EHC Needs Assessment to the LA.

This is a simple letter saying why you think your child has special educational needs and why his/her needs cannot be met at school without additional support.



The letter gives the right of appeal to SENDIST, see the SENDIST appeal process for more info

Within 6 weeks of making the request, you will receive a letter from your local authority with a decision about the request for an EHC Needs Assessment. If they feel that this is not necessary, the letter will explain why not.

6-12 weeks

Those who are contacted for information related to the EHC needs assessment, have 6 weeks to respond. This is a legal requirement regardless of waiting lists or a shortage of professionals to carry out the work.

As the information from the above is received, the LA should decide whether or not to issue an EHC Plan and reach this decision by week 12. By week 12, the Local Authority should decide if it will be able to start drafting the EHCP. This draft will be sent to the parents and all those who contributed advice and information to the EHC Needs Assessment.

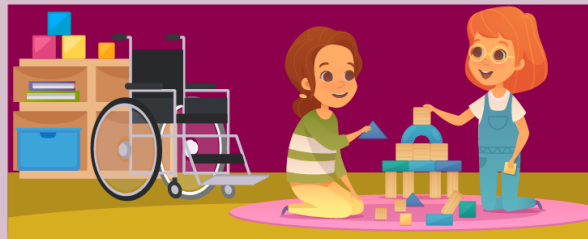
13-16 weeks

If by week 12, the LA has decided to issue an EHC Plan then it must issue the draft version by week 14, sending a copy to parents and all those who contributed to the EHC Needs Assessment. The draft EHCP should be sent along with all of the information and advice received during the EHC Needs Assessment process.

Once the draft EHCP has been issued, the parents have 15 days in which to respond to the draft with their comments and changes, to name the type of school (mainstream or special) and/or the specific school they want named in the EHCP and to request a meeting with the LA if they would like to discuss the EHCP.

Once the LA has received the parent's decision about school placement then they must consult with the school specified by the parents and the school must respond with its decision within 15 days. All responses from schools will be shared with the parents.

If by week 12 the LA decision was to not issue an EHCP then it must notify the parents of this decision and of their right of appeal; this must be done by week 16.



17-20 weeks

Between week 17 and week 20 the LA should issue the final EHCP. A copy should be sent to the parents and to the school named in the EHCP, where the child or young person will be attending.



The final EHCP will explain parental rights & the right to appeal to a tribunal

The 20-week deadline is a legal deadline and any extension beyond the 20 weeks is limited to specific exceptions.

What's next?

Assuming you've received your EHCP without a hitch, you can expect it to be reviewed yearly. For children under 5, the reviews are every six months. The annual review gives the parents, the child, the Local Authority, and the educational facility an opportunity to reflect on the last year and suggest changes.

Presented by:

