Timescales from EHC needs assessment to plan

The local authority (LA) receives a request for an education, health and care (EHC) needs assessment from parents, young person over 16, or a person acting on behalf of a nursery, school or post 16 provision

The LA writes to say it is considering whether to make an assessment. The LA has six weeks to decide whether to undertake an EHC needs assessment (although there are some exceptions)

Refused
If the LA decides not to carry out an EHC assessment, a letter should be sent to parents/young person informing them of the reasons for this. The LA should also inform parents/young person of their right of appeal to tribunal

Agreed
If the LA says it will carry out the EHC needs assessment, advice will be sought from parents, the school/education setting, an educational psychologist, the health authority and social services. The LA has six weeks to complete the assessment (although there are some exceptions)

Plan refused
The LA writes to inform parents/young person that they are not issuing an education health and care plan and informs them of their right of appeal to tribunal.

Plan agreed
The LA issues a draft education, health and care plan with copies of all the reports/advice gathered during the assessment. Parents have 15 days to comment on the draft plan.

The LA must issue a final plan with twenty weeks of receiving the request for an EHC needs assessment.