

Understanding the EHCP process for Parents and carers



Speak to your headteacher or SENCo at school for available support



SENCo

WEEK 0
EHCNA request received



WEEKS 0-5
Information gathered

LA decides whether to undertake an assessment

WEEK 6
If YES, proceed, assessment begins



WEEKS 6-12
Assessment undertaken



BY WEEK 16
LA decides whether to issue an EHCP. If YES, proceed, draft EHCP is issued



BY WEEK 20
Final EHCP issued



Education settings are consulted

IF NO



i If NO, information, advice and guidance provided at Parent Link



1

Education Health and Care Plans (EHC Plan)

1. What is an EHC Plan?

An Education Health and Care Plan is a legal document, which sets out a description of a child or young person's needs (what he or she can and cannot do) and what support or services will be provided by education, health and/or social care to meet those needs.

A really good EHC Plan will link aspirations (hopes and ambitions) to needs, provision and outcomes

2. When is an EHC Plan needed?

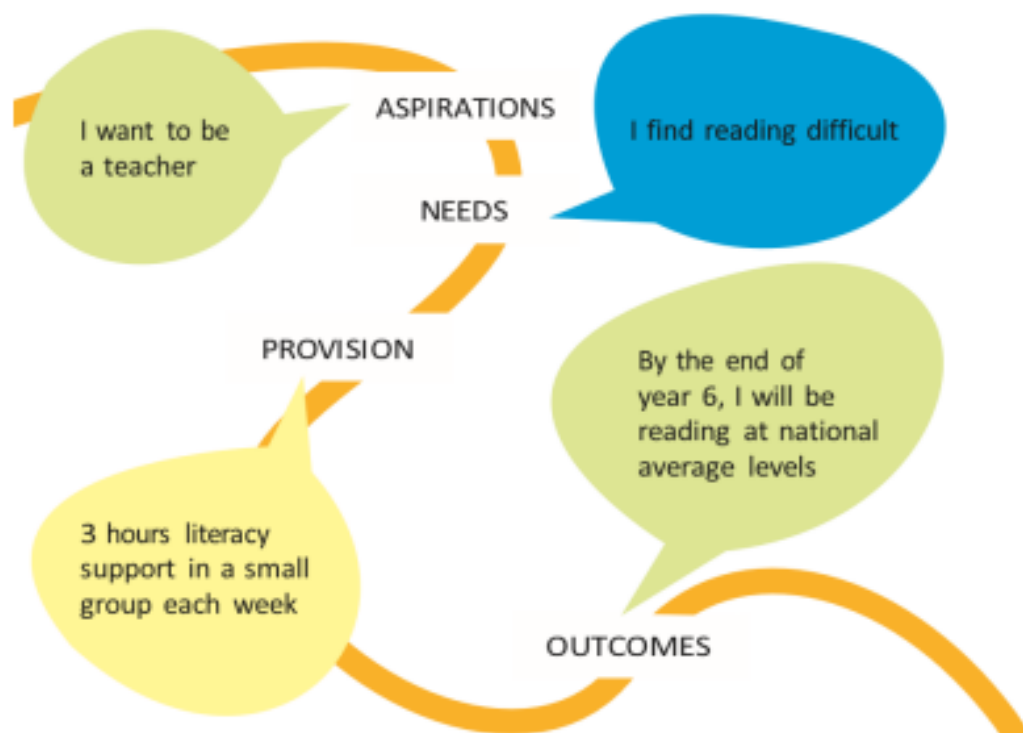
- Most children and young people with special educational needs (SEN) will have their needs met from within an education setting's own resources.
- A small number of pupils will need additional support beyond what the setting would normally be expected to provide through SEN Support, in which case they may be eligible for an EHC Plan.
- Local Authorities **MUST** issue a plan for a child or young person who's needs cannot be met from the support and services normally available to mainstream schools and settings.

3. How do you get an EHC Plan?

- To decide whether an EHC Plan is necessary, the children and young people will need to undergo an **EHC NEEDS ASSESSMENT**. This is often not the first step in the

process for helping to meet the needs of the child or young person.

- Before a request for an EHC needs assessment is made, the child or young person will often have in place a support plan that shows how agencies have worked together to identify and support the pupils needs and identifies how the pupil has been supported using resources which are normally available in the setting.
- An EHC needs assessment will not always lead to an EHC plan. The information gathered during an EHC needs assessment may indicate ways in which the school, college or other provider can meet the child or young person's needs without an EHC plan.



2

Education, Health & Care Needs Assessment (EHCNA)

What is an EHC Needs Assessment?

An EHC needs assessment:

- Is an assessment of the education, health care and social care needs of the child or young person.
- Can only be undertaken if the child or young person has or may have special educational needs - it does not apply where there are only health and/or care needs, no matter how severe.
- Is not a process for referring a child or young person to a specialist service to be assessed where the child or young person is not already known to the service.

Who can request an EHCNA?

- SENCo/Teacher: If you think your child or young person may have special educational needs, you should speak to their teacher, Head Teacher, or the Special Educational Needs Coordinator (SENCo) at their school, college or education setting first.
- Parent/Carer: A parent or carer can also ask for an assessment if they think their child or young person is not making progress even with support.
- 16-25 Young Person: A young person can request an assessment for themselves if they are aged 16 to 25.
- Anyone with contact to the child or young person.



<https://www.telfordsend.org.uk/site/index.php>

SEND Team Lead:
Sharonjit Sandhu

Contact: SENDandInclusion@telford.gov.uk

LAKESIDE LOCALITY: TEL: 01952 385395
SEND Officer: Mark Wadhams and Rebecca Lancaster

SEND Coordinator:
Sharron Owen

Early Years Locality (0-5yrs)
SEND Officer: Katie Lilly
SEND Coordinator: Jamie Sault -
Tel: 01952 567407

For all children aged 0-5yrs.

All cases will be transferred into the Locality area by the end of the child's Reception year.