## **EHC Assessment Process** Other agency **Parental request School request using EHC Assessment Request** in writing request SEN Case Officer's initial conversation with parents using checklist School request timeline Parental request timeline Offer meeting if needed Signpost to Parent Partnership Advise Health and Social Care Send 'We Want To Tell You' to parents to complete and identify a practitioner to support parents with completion if needed Request information from school (if not a school request). SEN Case Officer collates papers for Panel Multi Agency EHC PANEL considers evidence Week 2 Week 3 so far and decides if EHC assessment is needed (within 2 weeks of request) Allocate EHC Assessment Coordinator If AGREED If NO **EHC Assessment Coordinator** Week 3 SEN Manager or Assistant meets with parents and child/ Manager meets with parents Week 4 young person, gathers info and the school to review via 'We want To Tell You' and school based SAP plan. agrees what information/ assessments are needed. **EHC Assessment Coordinator determines** what reports are needed and sets up Virtual Other referrals made as **Assessment Team** necessary e.g. enquiry to SEN Case Officer sends out Help for Families. report requests including Assessment Team liaises re respective roles any specific requirements and any joint assessments and circulates parental information to all assessors. EHCP Meeting booked. Assessments carried out LA and circulated to parents and other **Parents** Assessments completed assessors by SEN Case Officer **EHC Assessment Coordinator discusses** assessment results with parents and meeting offered if necessary. Parents consulted on who will be involved in EHC Planning Meeting If EHC Panel considers EHC Panel considers and allocates indicative statutory EHC Plan not Week 11 budgets SEN + Care + Health if appropriate Week 12 warranted, Assessment Coordinator meets parents Person centred EHC Planning meeting held and school to review SAP Week 12 chaired by EHC Assessment Coordinator Week 13 EHC Assessment Coordinator drafts EHC Plan Onward referrals as If additional resources appropriate or Personal Budget needed, draft EHC Plan goes to EHC If within indicative budget, agreed by SEN Manager or Panel for decision. Week 14 Assistant Manager. Draft EHC Plan issued to parents Week 15 for consideration/agreement. Key contacts identified. WBC/EDU/MH/0814 Final EHC Plan issued + SAP updated 20 Weeks 20 Weeks

