

Education, Health and Care (EHC) Needs Assessment Timeline

Your SEND Casework officer:

Contact Number:

From start to finish an EHC assessment should take no longer than 20 weeks¹.

Timeline	What is going on with my request?	What should I expect?	What should I do?
Week 1 to week 6 Deciding whether to assess	Upon receipt of a request for an EHC needs assessment the SEND Assessment Team in the Local Authority (LA) have 6 weeks to decide to go ahead or not ² .	A letter from the SEND Assessment Team will be sent telling you they have received your request. You will receive a further letter from the SEND Assessment team telling you if the Local Authority (LA) agree to the assessment or not.	If you have any more information that will help the SEND Team – let them know.
Week 7 to week 12 Assessment and evidence gathering	Where an assessment is agreed the SEND Assessment Team will request advice from Education, Health, and Social Care professionals ³ .	Where an assessment is not agreed you will be able to discuss the decision with your SEND casework officer ⁴ . If the decision is to assess you will receive a letter/phone call from your allocated casework officer, who will be able to answer any of your questions regarding the next steps in the process.	You can contact SENDIASS for advice and support.
Week 13 to week 16 Assessment and evidence gathering continued	Following receipt of professional advice, the SEND Team have until week 16 to decide whether to issue an Education, Health and Care Plan (EHCP) or not ² .	You will receive a letter from the LA with a copy of the draft plan if the decision to issue has been agreed. Where a plan is not agreed you will be sent a letter and an opportunity to discuss the decision with your SEND casework officer will be offered ² .	If a draft is issued take the time to check against the professional reports received as part of the assessment and seek advice from SENDIASS if needed.
Week 17 to week 18 Consultation with parents	Where a plan is agreed you should receive a copy of the draft EHCP. You are asked to make comments and provide a preference for a school or setting.	The draft plan will be sent via post or email along with a form for you to tell us about your school preference. An opportunity is provided to give us feedback about your experience so far.	Let the SEND team know about any final changes you deem appropriate. Complete the placement and feedback form and return to the SEND Team.
Week 19 to week 20 Consultation with placement and finalising the plan	The draft plan will be sent to the preferred school or setting to ask if they can deliver the provision and meet the outcomes in the EHCP.	Updates on consultation responses will be available to be shared. Once the school or setting have agreed they can meet need you should expect your final plan ² .	Wait to receive your final plan.

Key

- ¹ Exceptions apply to the timescale, for example, where there are missed appointments with Health, the child or young person is absent from the area for 4 weeks or more, there are exceptional or personal circumstances affecting the child or parent / carer, or where the educational institution is closed for at least 4 weeks.
- ² You have rights to appeal if you do not agree with the decision – you can contact SENDIASS for support.
- ³ No new advice is needed where there is existing assessment information and parents/carers agree it is sufficient.

Partners



SENDIASS – Special Educational Needs and Disability Information, Advice and Support Service.

The SEND Information, Advice and Support Service (IASS), provide free, confidential and impartial information, advice and support around Special Educational Needs and Disabilities, including health and social care. This will increase confidence to participate in decisions, empowering parents and young people to take an active role in their or their child's education.

Contact: sendiass@worcestershire.gov.uk or call 01905 768153

[SENDIASS Herefordshire and Worcestershire](#)



Families in Partnership

Families in Partnership' is a Parent Carer Forum. A Parent Carer Forum is a group of parents and carers of disabled children who work with local authorities, education, health and other providers to make sure the services they plan and deliver meet the needs of disabled children and families. Please see their website for full details [Parent Carer Forum | Home | Worcestershire Association of Carers \(carersworcs.org.uk\)](#)