

When might an application for an EHC assessment be made by school?

EHCP requests can be made by parents or school.

The EHCP is for children and young people aged 0-25 years with the most complex needs. Where, despite school having taken relevant and purposeful action (over a sustained period of time) to identify, assess and meet the SEN of a child, the child has not made expected progress, the school will consider whether a request for an Education, Health and Care needs

Parents can seek support from agencies such as SENDIAS if they require support during the process.

Contact is made with the Local Authority (LA) to start the Statutory Assessment process. **This is classed as week 1.**

Within the first 6 weeks, the Local authority will seek to gather information from school and any other professionals involved with the child e.g., Speech and Language therapist. An EHCP Officer/ coordinator should contact parents to explain next steps.

If the decision is not to assess, advice will be given by the LA to school to help support the child. The school will be signposted to agencies that may be able to support them. Parents can meet with the LA through mediation and can appeal if necessary. A new request for assessment can be made once the school has more evidence, including 2 cycles of Assess, Plan, Do, Review.

By week 6 the Local Authority has to make decision on whether to conduct an assessment of SEND. Solihull LA make this decision in a stage 1 multi-agency panel, other LAs may have different processes. The LA have to consider whether the child meets "the legal test" set out in the code of practice:

1. Whether the child or young person **has or may have** special educational needs (SEN); and
2. Whether they **may** need special educational provision to be made through an EHC plan.

If a decision to assess is made by the LA, the child will be assessed by an Educational Psychologist and the LA will gather further evidence from other professionals. A meeting will usually be held between school, parents, the child and the EHCP team to gather their views.

If the decision is not to issue an EHCP, the LA will put their reasons in writing and provide written feedback to the school to help support the child better. If parents are unhappy with this outcome, they can meet with the local authority through mediation and can appeal if agreement is not reached. A new EHC request can be sent to the LA after a 6-month period, with new supporting

By week 16, after assessment, the LA must make a decision and inform you whether they will be issuing an EHCP for your child. In Solihull LA, this decision is made in a stage 2 multi agency panel meeting.

Between weeks 16 and 20, the LA will send you a draft EHCP. You have 15 days to provide feedback on the draft plan and request any changes. During this period, you can state what your parental preference school is. The LA must consult with parental preference school but may also choose to consult with other settings in

By week 20, the LA must produce a final EHCP plan, and a school setting should be named in section I of the plan.

After the EHCP is issued, the school are responsible for ensuring any provision in section F is in place for the child. The EHCP will be reviewed annually and updated if necessary.