



3. CONDUCTING AN EHCP NEEDS ASSESSMENT

THE LOCAL AUTHORITY HAS DECIDED THAT A STATUTORY ASSESSMENT OF YOUR CHILD'S SEND IS REQUIRED.

Meet the LA representative to decide if any further external assessments are needed, e.g. OT, SLT and Ed. psych. You may want to take a friend, partner or advocate to meetings.

Any organisation asked to carry out an assessment or offer advice must comply within 6 weeks.

Draw up a profile, that can be used to show practitioners so they can understand who your child is as an individual. Your school may help you with this. This helps to tailor the support specifically for your child. Include what they like about themselves, what is important to them and how they would like to be supported as an individual.

Ensure that your final submission includes all the evidence and reports (copies only). Number them and list them all on a separate sheet. Update your parental statement to reflect any other assessments or changes. Don't forget to include all the interventions that have been tried by both school staff and from the local offer.

The local authority makes a decision whether to issue an EHCP or whether it thinks your child can be helped sufficiently from the Local Offer.

If the LA decides not to draw up an EHC plan, it must inform the parent within 16 weeks of the original request for an EHC plan. There is a right of appeal.

If an EHCP is to be drawn up, meet with the plan coordinator from the local authority and any representatives from education, health and social care to discuss the provision that will be required for your child from each sector.

Remember that at any point, if you can't agree on any aspect of the plan, you can ask for disagreement resolution.

The local authority will prepare a draft EHCP and send it to you to be reviewed. The Plan writer/coordinator should be expected to work with you during the drafting to co-produce the plan. Make sure all the sections are filled out to your satisfaction and are accurate. Think about if & how a personal budget might be used to support your child's needs. The legal duty to ensure your EHCP complies with the law lies with the LA

The LA send the draft plan & should also invite you to apply for a personal budget for your child.

For the provision sections F to H2, ensure all the provision you agreed on earlier with the education, health and social care representatives and during your meetings with the plan writer, as well as realistic outcomes.

Once you receive the draft plan, you have 15 days to check through to ensure all needs are included and are met with specified and quantified provision. You can request alterations if not. During this time you should name your preferred school and agree how any personal budget will be allocated.

AFTER FURTHER CONSULTATIONS BETWEEN THE LA & THE FAMILY, THE FINAL PLAN IS ISSUED. IT MUST BE REVIEWED AT REGULAR INTERVALS TO ASSESS PROGRESS

The whole process must be completed within 20 weeks.

The LA has to discuss the placement with the proposed school to ensure that it is suitable before naming it in the EHCP. The institution should respond within 15 calendar days.

The plan is implemented. If you're unhappy with the final plan, you can appeal after contacting the mediator. (See sheet 4)

If you want to appeal, go to sheet 4