

## EHC Needs Assessment Statutory Timescales



This chart outlines the EHC Needs Assessment statutory timescales following a Yes to Assess decision (decision made by week 6)

Refer to flow chart 'How to request an EHC needs assessment'

### Weeks 4 - 10

SEND Service co-ordinates the assessment process and gathers information from all involved

Requests for reports are sought from professionals and any additional information from parents/carers and school/setting is requested

### Week 10

Advice received from Parents/Carers and professionals

### Week 11 -12

Decision to issue a plan

### Week 12

Draft 1 EHCP sent to parents/carers and school/setting

### Weeks 13 – 14

EHCP Co-production planning meeting with parents/carers, school/setting, member of the SEND Service, Educational Psychologist, and other professionals

### Week 15 – 16

Proposed EHCP sent to parents/carers and school/setting. Parents have 15 days to respond to content and confirm school preference

### Week 17 -18

Consultation with placement. Setting has 15 working days to respond to application

### Week 20

Final EHCP issued and sent to parents/carers and school/setting