

A Guide to the Education, Health and Care Assessment Process

Stage 1 (Week 0-6)

Is an Education, Health & Care (EHC) assessment needed?



The school or post 16 institution, parents or professionals working with the child/young person or the young person themselves (over 16 years) make a request for an EHC assessment to the Local Authority (LA).

A Multi-Agency Panel will consider the information provided and decide if the request meets the thresholds for an EHC assessment.

If the assessment is agreed then an SEN Caseworker (SEN Team) will contact the parents to explain the process.

What happens in Stage 1 for parents?	What happens in Stage 1 for professionals
<ul style="list-style-type: none"> • You will receive a letter telling you that the LA has received a request for an EHC assessment. You will be asked for your views about the assessment and for any information that the LA should consider when making the decision. Information about the process will be included. • An SEN Caseworker will make contact with you to check whether you have any questions about the assessment process and to check whether you want to provide any other information. • You will be sent a letter informing you about the decision on whether the assessment is going to proceed. • If the assessment is agreed then an SEN Caseworker will contact you to: <ul style="list-style-type: none"> ➢ Arrange the planning meeting with you; ➢ Answer any questions you have about the process; ➢ Check if you want a any additional advice and support whilst the assessment is taking place; ➢ Check if there is anyone else that we should ask for information 	<ul style="list-style-type: none"> • Professionals and education providers should ensure that they provide support and information to the parent and child/young person throughout the process. • Relevant professionals will be asked to provide any information that will assist the LA in making a decision as to whether the assessment meets the LA criteria. • The Education Provider, the Designated Clinical Officer, Social Care, Educational Psychology Service and any other relevant professionals will be told whether an EHC assessment is to go ahead.

<p>from;</p> <ul style="list-style-type: none"> ➤ Make sure that you have the assessment booklets for you and your child and who can help you complete these; ➤ Confirm your key points of contact in the SEN team. <ul style="list-style-type: none"> • If the assessment is not agreed you will be offered a meeting with an SEN Senior Practitioner (SEN Team) who will explain the decision and can signpost you to other options for support. • You will be told about mediation, where you can go for information and support and your right of appeal and the timescales for making an appeal. 	
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Stage 2 (Weeks 1-12)

Information Gathering



The SEN Caseworker will make arrangements for any assessments that need to take place in order for everyone to understand the needs of the child/young person. A one page profile of the child/young person will be sent to all professionals giving advice.

The date for the EHC plan meeting will be arranged and will be distributed to all.

All professionals involved with the child/young person will be asked to provide a summary of their assessments which identifies the child's/young person's strengths and areas of need and short and long term outcomes. Meetings with child/young person and parents are arranged as necessary.

All relevant information gathered by professionals should ensure that families only have to 'tell it once'.

What happens in Stage 2 for parents?	What happens in Stage 2 for professionals?
<ul style="list-style-type: none"> • You will be contacted by your SEN Senior Practitioner to go through the assessment booklet you have completed. • The SEN Senior Practitioner will 	<ul style="list-style-type: none"> • Professionals will undertake any relevant assessments and will provide: <ul style="list-style-type: none"> ➤ Information to identify the needs of the child/young person; ➤ Identify resources which are supporting the child/young person

<p>explore the aspirations and outcomes that the family would like both from the child/young person's views, parents and from other professional assessments.</p> <ul style="list-style-type: none"> • The SEN Senior Practitioner will seek to answer any questions you have. • You will meet or have discussions with other professionals in relation to the assessment information. 	<p>already;</p> <ul style="list-style-type: none"> ➤ Identify the outcomes short and long term that would be appropriate in their professional view; ➤ Identify the resources from their Service that will be needed to meet the outcomes they are recommending. <ul style="list-style-type: none"> • The information provided by professionals for the assessment should be co-produced with the parents, child/young person. • Wherever possible assessment within and across agencies should be co-ordinated to avoid too much disruption for the family.
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Stage 3 (Weeks 8-16)

Analyse and Agree



The SEN Senior Practitioner reviews all the information and populates a draft EHC plan with information gathered during the assessment.

A Multi-Agency Panel meets to:

- Agree whether or not an EHC plan is required;
- Agrees the level of resources/support from each Agency that is required to meet the child's/young person's needs;
- Considers whether a specialist education placement may be required.

If the Panel agrees to an EHC plan then the outline plan is sent to the parents for consideration. The SEN Senior Practitioner will contact the family and discuss the outline plan.

The draft EHC plan will be circulated to all professionals involved in the assessment process. Professionals will be reminded of the date and venue of the Plan meeting.

If an EHC plan is not agreed then a multi-agency support plan will drawn up and sent to the parents.

<p>What happens in Stage 3 for parents?</p>	<p>What happens in Stage 3 for professionals</p>
<ul style="list-style-type: none"> • The outcome of the Multi-Agency meeting will be sent to you. • If an EHC plan is agreed then you will 	<ul style="list-style-type: none"> • Professionals will consider the outline EHC plan and provide feedback.

be sent an outline plan and a reminder of the date and venue of the plan meeting.

- Your child/young person will receive an invitation to their plan meeting.
- You will be contacted by your SEN Senior Practitioner to discuss the outline plan and your preferences for an educational placement and personal budgets.
- If an EHC plan is not agreed you will be sent a multi-agency support plan. You will be offered a meeting with the SEN Senior Practitioner.
- You will be told about mediation, where you can go for information and support and your right of appeal and the timescales for making an appeal.

- Professionals will receive an invitation to the plan meeting.
- If an EHC plan is not agreed then they may be invited to a meeting to discuss how everyone involved can work together to achieve the outcomes identified for the child/young person.

Stage 4 (weeks 12-20)

Finalise the Plan



Multi-Agency Plan Meeting

The SEN Senior Practitioner will facilitate the person centred plan meeting where the draft EHC Plan is completed. The outcomes both long and short term and the provision required to meet the outcomes will be agreed.

Any request for a personal budget will be discussed.

All professionals invited to the meeting should make every effort to attend. It is expected that the following people will attend:

- Parents;
- Child/young person (if appropriate);
- Educational provider;
- Lead health professional (if the plan identifies support from their Service);
- Educational Psychologist;
- Social Worker (if the plan identifies support from their Service).

After the meeting

The initial Plan is amended by the SEN Senior Practitioner and is sent to parents as the

draft plan. You will also be asked to state a preference for an educational placement. You will have 15 days to request:

- A further meeting with your SEN Senior Practitioner ;
- Any further changes you would like to see to the plan;
- The educational placement that you would prefer for your child;
- Any aspect of the plan as a personal budget.

When the information requested is received from the parents then the draft plan will be amended as necessary and sent to:

- The Education Provider to consult on a placement and any request for a personal budget;
- The designated Clinical Officer and Social Care Officer if provision from their Services is described in the plan and if a personal budget from their Service has been requested.

When the educational placement and provision that families are requesting is agreed then the plan will be finalised, signed and sent to you. A review date will be indicated.

If the plan does not have all the elements that you wanted you will be sent the final plan but your SEN Senior Practitioner will make contact with you to explain why we haven't been able to agree to all your requests and to explain what you can do if you continue to be unhappy with the plan.

What happens in Stage 4 for parents?	What happens in Stage 4 for professionals?
<ul style="list-style-type: none"> • You will attend the Plan meeting to discuss the draft plan and agree any changes. You will be able to identify key outcomes you want for your child and look at personalisation of the plan to meet your child's needs. • You will confirm which educational establishment you want your child/young person to attend. • You will confirm whether you want to request any part of the support for your child as a personal budget. • You will receive the final EHC Plan. • You will be told about disagreement resolution, mediation. Where you can go for information and support. Your right of appeal and the timescales for making an appeal if you are unhappy with parts B, F and I in the EHC Plan. 	<ul style="list-style-type: none"> • Professionals attend the Plan meeting to: <ul style="list-style-type: none"> ➤ Identify the outcomes and provision to meet the outcomes; ➤ Complete the EHC plan; ➤ Discuss the personal budget if parents are requesting this. • Final plan is issued to professionals and educational establishment with indication of when the plan should be reviewed.

Stage 5 (Weeks 20-72)

Monitor and Review



Parents/young person (16+) will submit an appeal following mediation if they are unhappy with parts B, F and I of the final EHC plan.

The Education Provider meets with child/young person and parents to review and agree the short term targets appended to the EHC Plan.

The LA will remind the Educational Provider when a review must take place.

The Educational Provider will arrange the review of the EHC Plan.

The review is held and any significant changes to the plan are sent to the SEN Team for consideration of any amendments required.

What happens in Stage 5 for parents?	What happens in Stage 5 for professionals?
<ul style="list-style-type: none"> • If parents or young person (16+) remain concerned about parts of the EHC Plan. They can: <ul style="list-style-type: none"> ➢ Raise their concerns with the Agencies and request meetings; ➢ Seek disagreement resolution and mediation; ➢ Take up the right of appeal to the SEND Tribunal. • If you have been allocated a personal budget then manage and allocate the resources to support the outcomes in the EHC Plan and provide audit information to the Agencies involved. • Meet with the Education Provider and agree the short-term targets. • Attend the review of the EHC Plan. 	<ul style="list-style-type: none"> • The Education Provider organises an initial meeting with the parents and young person to agree the short-term targets. • Any personal budget taken by the parents is monitored by the relevant Agency to ensure that it is being used to support the outcomes identified in the EHC Plan and there is a proper audit process in place. • The educational provider will organise and hold a person centred review of the EHC Plan. • Any recommendations for significant changes to the EHC Plan are submitted to the SEN Team.