Statutory Process for Education, Health and Care Needs Assessment (EHC needs assessment) and EHCP (Education, Health and Care Plan) Pathway

Warwickshire County Council

Week 1

SEND Business Support Team
receive initial request for an EHC needs assessment from education provision, professional, parent/carer or CYP.

Week 6

SEND Panel
decision to proceed with EHC needs assessment.

SEND Panel
decision not to proceed with EHC needs assessment.
The family/CYP/referrer are informed by letter with information on how to appeal the decision.

EHC Plan Coordinator
gathers professional, family and CYP advice to inform assessment.

Week 12

SENDAR
decision to draft EHCP. Decision ratified by SEND Panel.

SENDAR
decision not to issue a draft EHCP.
The family/CYP/referrer are informed by letter with information on how to appeal the decision; and a Provision Summary is issued.

Week 14

EHC Plan Coordinator
drafts the EHCP and issues it to the family/CYP. The family/CYP then has 15 calendar days to offer their feedback to the EHC Plan Coordinator and express their preference for education. The draft EHCP is sent to the professionals that have contributed to the EHC needs assessment (including the current education setting).

Week 15 and 16

EHC Plan Coordinator
considers feedback received from family/CYP in relation to the draft EHCP and sends consultation to local and family/CYP preferred educational settings. The provision has 15 days to respond to the request for consultation.

Week 17

EHC Plan Coordinator
amends draft EHCP if appropriate.

Week 18 and 19

EHC Plan Coordinator
The Local Authority (LA) considers responses to consultations. A decision is made regarding funding, and the education setting is named in the EHCP.

Week 20

SEND Panel
EHC Plan Coordinator finalises the EHCP. The family/CYP have a right to appeal if they do not agree with the final EHCP.



N.B. In line with SEND CoP 9.44, time for completion is 20 weeks. Each plan is reviewed annually