FLOWCHART FOR STATUTORY EHC PLAN PROCESS

AC = Assessment Co-ordinator

Start date of 20 week timescale

Application received for EHC Needs Assessment Education, Health, Social Care informed of request.

AC arranges meeting with family and young person to explain the statutory process, help facilitate “All about Me”, family profile and ascertain if there is any other relevant information to submit with the application.

6 week deadline for decision

All information submitted to Multi Agency Moderating Partnership Group for consideration of the request and decision to proceed with statutory assessment.

12 week deadline to complete Assessment

If an EHC needs assessment is agreed the AC co-ordinates the assessment process and arranges for person centred meeting with professionals, parents, child/young person to discuss assessed needs and recommendations for provision. A draft EHC Plan is drawn up based on agreed outcomes.

If Statutory Assessment declined AC facilitates access to recommendations for support made. Right of Appeal exists.

14 week deadline to issue Proposed EHC Plan

Draft EHC Plan submitted to the Partnership Group for approval to issue a Proposed EHC Plan. Discussions are held around placement and funding.

If not approved, the draft Plan is issued as an Additional Support Plan. Deadline 16 weeks. AC discusses Support Plan with Parent/young person. Right of Appeal exists.

16 week deadline for response

Proposed EHC Plan written and formally issued – Parents/young person has **15 days** to consider Plan and state preference of setting. Discuss Personal Budget if appropriate

Parents/young person formally agree to the Proposed Plan and request the setting to be named in Final Plan.

If Parents/young person do not agree to the proposed Plan, meeting offered to discuss amendments, preference of setting, personal budget.

20 week deadline to issue Final EHC Plan

LA agrees to requests. Final EHC Plan is issued naming the setting.

If LA is not in agreement with the requested amendments or setting, the Final EHC Plan is issued. Right of Appeal exists.

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