

ASSESSMENT AND PLANNING FRAMEWORK

Pre- Referral Stage	Week
<ol style="list-style-type: none"> 1. Education /training provider etc. explores Local Offer with family and seeks appropriate support/interventions 2. Dependent on C/YP progress provider/professional discusses whether to request an EHC needs assessment 3. A key worker will need to be allocated to meet with family to gather views (summary information sheet) and to secure consent to share information 4. Key worker collates educational advice, parental views and professional reports to send to the LA via SECURE email 	-??



Referral Stage		Week
<p style="text-align: center; margin: 0;"><u>Educational/Training provider referral received</u></p> <ol style="list-style-type: none"> 1. EHC coordinator sends 1st parent/YP letter and notices to professionals (incl. key worker), CCG and social care 2. EHC coordinator contacts parents /YP to confirm if there is anything they would like to add to support the request. 3. LA Decision Making Group considers request within 6 weeks of referral. Additional advice may be required/identified. 	<p style="text-align: center; margin: 0;"><u>Parental/YP/other professional referral received</u></p> <ol style="list-style-type: none"> 1. EHC coordinator sends 1st parent/YP letter (incl. summary information) and notices to professionals, CCG and social care 1st education letter sent requesting educational advice and, name of key worker (within 15 working days) 2. Key worker contacts family to offer support and gain consent to share 3. Educational advice and summary information received 4. LA Decision Making Group considers request within 6 weeks of referral. 	1-6
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%; border: 1px dashed black; border-radius: 10px; padding: 5px;"> <p style="text-align: center; margin: 0;"><u>Yes to assessment</u></p> <ol style="list-style-type: none"> 1. EHC Coordinator notifies parents/YP of decision (incl. info booklet) within 6 weeks of request. Key worker also advised of decision and contacts family to arrange a discussion with the EHC Coordinator about the assessment. This may be in person or on the phone </div> <div style="width: 45%; border: 1px dashed black; border-radius: 10px; padding: 5px;"> <p style="text-align: center; margin: 0;"><u>No to assessment</u></p> <ol style="list-style-type: none"> 1. EHC coordinator notifies parents/YP and educational setting of decision within 6 weeks of request. Appeal rights triggered.. 2. Key worker discusses decision with family and agrees next steps </div> </div>		



Assessment Stage		Week
<ol style="list-style-type: none"> 1. Key worker attends a meeting with family to share information on assessment process – EHC Coordinator may attend, or will discuss via 'phone, the range of advice with family to determine if additional advice is needed. EHC Coordinator liaises with advice givers to check that they are in agreement (where necessary). "EHCP Planning Meeting" date agreed with EHC Coordinator (date must be post assessment) 2. EHC Coordinator requests additional advice and circulates parental views/representations. Advice must be returned within 6 weeks* 3. EHC coordinator chases outstanding advice and collates appendices 4. EHC Coordinator populates draft EHCP with parental/YP views and prepares notes for sections B,C and D for discussion at "EHCP planning meeting" 		6-14
Planning Stage		Week
<ol style="list-style-type: none"> 1. EHCP Planning meeting -Key worker chairs meeting between parents, professionals and EHC Coordinator to review sections A-D of draft plan and then agree outcomes and provision (sections E-H2) in the light of assessment advice, parental/YP aspirations and skills checklist. EHC Coordinator role is to ensure plan is legally compliant 2. EHC Coordinator prepares draft plan for the LA Decision Making Group 3. LA DMG reviews the draft plan and determines whether plan should become statutory EHCP requiring additional resources. DMG agrees funding allocations/provision type 		14-15
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%; border: 1px dashed black; border-radius: 10px; padding: 5px;"> <p style="text-align: center; margin: 0;"><u>Yes- statutory EHCP</u></p> <p>EHC Coordinator issues the draft EHCP (copied to professionals, CCG) within 15 weeks* of the assessment request</p> </div> <div style="width: 45%; border: 1px dashed black; border-radius: 10px; padding: 5px;"> <p style="text-align: center; margin: 0;"><u>No -Alternative Plan</u></p> <p>EHC Coordinator issues non-statutory EHCP within 16 weeks of the assessment request. Appeal rights are triggered Key worker to contact family to discuss the decision and next steps</p> </div> </div>		



Finalising the EHCP		Week
<ol style="list-style-type: none"> 1. Key worker contacts family to review draft EHCP and to discuss the option of a personal budget/make a referral to Direct Payments Team. Parents/YP have 15 days to advise LA of any amendments to plan and to express a preference for the provider to be named in Section I 2. Parents/YP can also request a meeting with EHC Coordinator to discuss any concerns. If amendments or a personnel budget have been agreed the ECH Coordinator will issue an amended daft ECHP 3. EHC Coordinator consults preference and in line with legal obligations (further DMG submission may be needed to consider non-maintained or OOB providers). Education/training providers have 15 working days (3 weeks) to respond. 4. EHC Coordinator issues final EHCP naming provider in Section I (or type of setting) within 20 weeks* of the assessment request. Appeal rights are triggered. Final plan must be sent to education/training provider and CCG. 		15-20

**There are exceptions to these time frames where, in exceptional circumstances, it may not be reasonable to expect the LA or other partners to comply. The Special Educational Needs and Disability Regulations 2014 set out the specific exemptions.*