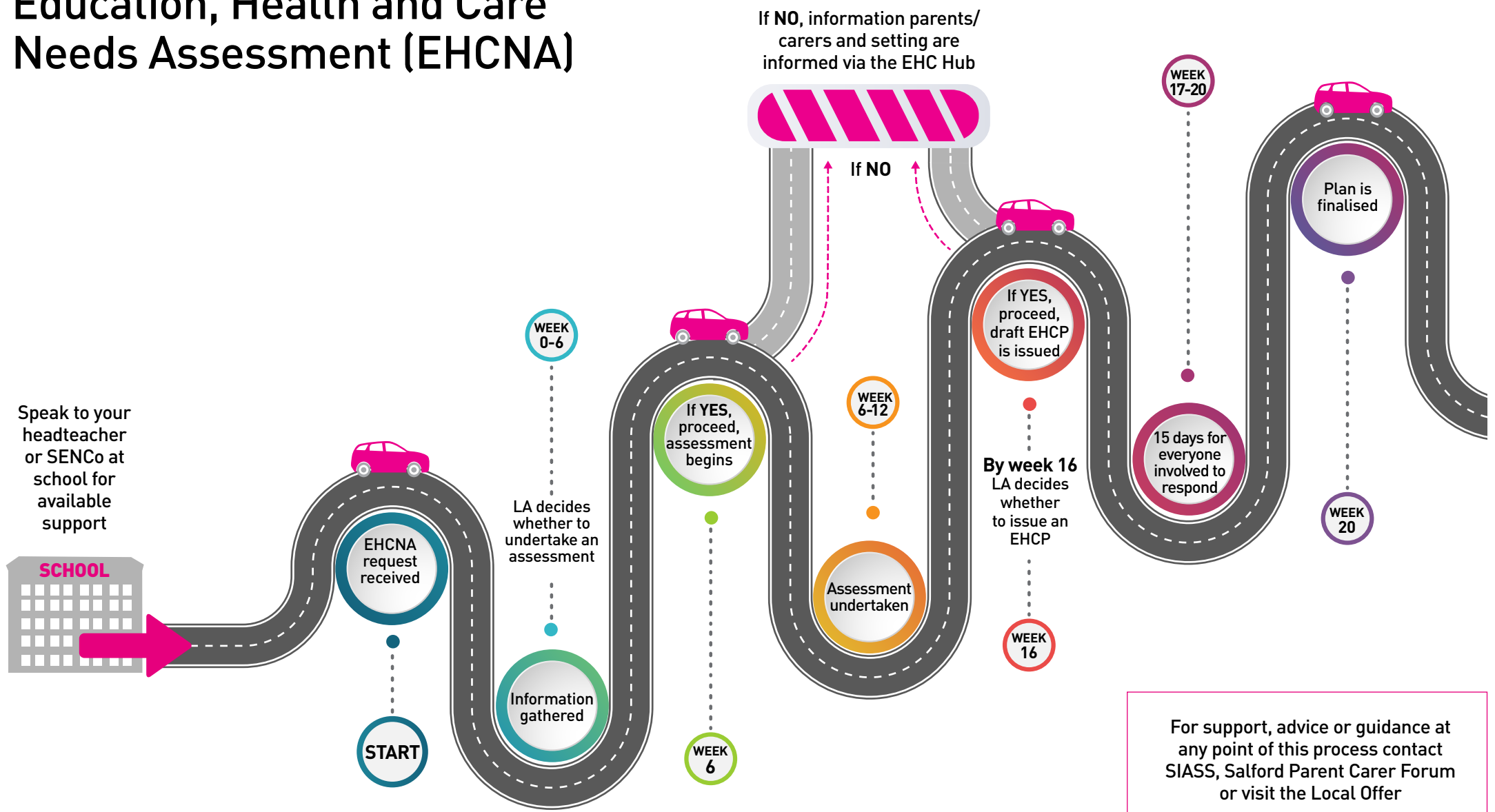


# Timeline

## Education, Health and Care Needs Assessment (EHCNA)



For support, advice or guidance at any point of this process contact SIASS, Salford Parent Carer Forum or visit the Local Offer

Start	During week 0-6	By week 6	During weeks 6-12	By week 16	During week 17-20	By week 20
Initial application is uploaded to the EHC hub to request a formal assessment and reasons why an EHCP is needed. This is usually initiated by school/ education setting but could be requested by a professional working with the child/young person, parent/carer and young person aged 16 years and older. Support and advice is available from the SIASS team.	Local Authority Part One Panel decide whether or not to conduct a formal assessment. This decision depends on whether there is enough evidence to meet the legal test for assessing for an EHC needs assessment.	<p><b>If the decision is yes</b> everyone involved with the child or young person will be contacted by the SEN team for advice.</p> <p><b>If the decision is no</b> information and advice will be sent to school/ setting and parent via the EHC hub. Parents/ carers have a right of appeal at this point.</p>	After a final decision to assess, anyone involved with the child or young person has 6 weeks to submit information to the EHC Hub giving their advice and professional opinion regarding the child or young person's educational needs.	<p>All the information that has been uploaded on to the EHC Hub has been considered and a decision is made whether or not the child or young person needs an EHCP.</p> <p><b>If the decision is yes</b> the SEN team will issue a draft EHCP. Parents/ carers have 15 days to respond with their comments, name the type of school and/or the specific school they want to be named in the EHC plan. Once the LA has received the parent/carers comments, they must consult with the school specified and the school must respond with their decision within 15 days.</p> <p><b>If the decision is no</b> and that the child or young person's needs can be met without an EHCP, parents/carers and school/setting are informed by letter via the EHC Hub. Parents/carers have a right of appeal at this point.</p>	If the decision to issue an EHCP is made, the plan is drafted in consultation with parents. There are then 15 days for everyone involved to respond to the draft EHCP.	The plan is finalised, outlining objectives, and named provision.

