

Request for EHC Needs Assessment



A request is made to the Local Authority (LA) for an 'EHC Needs Assessment.'
The request can be made by an educational setting, a parent or a young person.

Where a parent or young person has made the request for an EHC Needs Assessment, their views are captured as part of the request



The LA will notify the parent/yp that they are considering whether an EHC Needs Assessment is necessary.
If the initial request was made by the educational setting, the LA must consult the parent/yp as soon as possible so that the parent/yp can provide their views and explore who else they would like advice requested from.

If parent or young peoples views weren't captured in the request, they will be requested at this point.



Within 6 weeks of receiving the request, the LA must make a decision whether an EHC Needs Assessment should be carried out and communicate this decision to the parents or young person.

The LA will use the evidence and consider the SEN provision currently being put into place. Whether it is supporting the child/yp to progress and whether further provision may be required, which would be determined through a EHC Needs Assessment.



Yes

No



The LA notifies the parent/yp of the decision to carry out an EHC Needs Assessment.



The LA notifies the parent/yp of the decision 'not to assess' by letter.

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EHC Needs Assessment

The LA use the advice gathered from relevant professionals about the child or young person's education, health and care needs, desired outcomes and special educational, health and care provision that may be required to meet identified needs and achieve desired outcomes.

Further information will be requested from parents or young people



The LA considers the evidence from the EHC Needs Assessment and decides whether an EHC Plan is required

Yes



No



The LA notifies the parent/yp of the decision to issue an EHC Plan. A draft plan will be sent in the post.



The LA notifies the parent/yp of the decision not to issue an EHC plan by letter.

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