

EHCP 20-Week Timeline

Deciding whether to assess						Assessment & Evidence Gathering										Finalising Plan			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20

Timeline	What SHOULD happen	What happens next
Week 1 <input type="checkbox"/> Date:	<p>The timeline starts when the LA receive your request for an assessment. If you have not had confirmation within a few days, chase the LA to confirm.</p>	<p>Agree to Assess: You will receive a letter listing the professionals the LA will consult for assessments and input on your child; this MUST include an Educational Psychologist. You can ask for other professionals, within reason, that you feel should be consulted to assess your Child/Young Person's needs.</p> <p>Refusal to Assess: The LA must explain why they have decided NOT to assess your child, THIS DECISION CAN BE APPEALED; it is a paper based appeal and does not require you to attend court.</p>
Week 2	<p>During this time, the LA will look over your application and contact the child/young persons education setting (or get reports of home education if they are not in school, if this is the case, you are the setting!)</p>	
Week 3		
Week 4		
Week 5		
Week 6 <input type="checkbox"/> Date:	<p>By the end of week 6, the LA should inform you in writing whether or not they are going to undertake an EHC Needs Assessment.</p>	

Week 7	<p>Evidence Gathering and Assessments</p>	<p>When the LA agree to assess, you will receive a list of the professionals that will be approached for information/advice on your child. This list MUST include an Educational Psychologist. If there are any professionals you feel should reasonably be included, you have a right to ask that they are consulted.</p> <p>At this time, the LA assessments should be being carried out. You will be told when the assessments and observations are going to take place and will be invited to attend. You will receive a copy of all the reports that are produced.</p> <p>At the end of week 16, the LA should inform you whether or not they are going to issue a Draft EHCP plan.</p>	<p>Agree to Issue: If the LA agree to issue an EHCP, they MUST produce a draft by week 16 if they are going to issue.</p> <p>Refusal to Issue: The LA must explain why they have decided NOT to issue your child/young person with an EHCP. THIS DECISION CAN BE APPEALED; this appeal is a little more complex and involves attending tribunal.</p>
Week 8			
Week 9			
Week 10			
Week 11			
Week 12			
Week 13			
Week 14			
Week 15			
Week 16 <input type="checkbox"/> Date:			

WHEN YOU RECEIVE YOUR DRAFT, ASK FOR A PLANNING MEETING

Week 17	<p>Finalising the EHC Plan</p>	<p>You have at least 15 calendar days to review the draft plan, make representations/request amendments and name your chosen school.</p> <p>The LA will review your amendments/representations and issue a Final Plan. THIS MUST BE ISSUED BY WEEK 20.</p>	<p>If you are unhappy with the FINAL PLAN, you can appeal the contents. You can ONLY appeal a final plan. You can appeal: Sections (B,F & I) Sections (C,D,G & H) You have 60 days from the date on your final plan to lodge your appeal.</p>
Week 18			
Week 19			
Week 20 <input type="checkbox"/> Date:			