**15  
calendar  
 days**

**15  
calendar  
 days**

Whole process to be completed in 20 weeks

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

**Child’s parents or young person must be consulted**

Latest that local authority can inform parent or young person of decision

Latest that local authority can issue draft plan

Latest that local authority can inform parent or young person if they do not intend to issue plan

Plan must be finalised and sent

Sources: Council for Disabled Children Independent Supporter Training resources; Hertfordshire County Council SEND

# No new advice if existing assessment information:

* Is sufficient for EHC needs assessment
* LA, advice giver and parent or young person agree it is sufficient

\*1 Parent or young person:

* Can comment
* Can request a particular school or college to be named in plan

\*2 Consultation with school or college about being named in the plan