

## Jargon Buster

**Parental responsibility** Parental decisions within the EHC process can only be made by people with legal parental responsibility. This will usually be the people on the child's birth certificate or legal document which confirms a change, e.g. adoption certificate, special guardianship. For Children Looked After, this may be the child's Social Worker.

**Education, Health and Care (EHC) needs assessment** This is the process of gathering reports.

**Draft Education, Health and Care (EHC) plan** This is a summary document which details the child's views, strengths, needs, outcomes worked on and how to help the child/young person reach the outcomes.

**Final Education, Health and Care (EHC) plan** This is the legal document that is produced, once the draft EHC plan has been agreed with the person with parental responsibility. It names the confirmed education placement.

**Statement of Special Educational Needs** The new EHC process replaces statements of SEN, and includes health and social care needs alongside educational needs.

**Consultation** This is a formal process where ICDS sends the child/young person's draft EHC plan to identified settings e.g. schools/colleges. The settings are asked specific questions which help ICDS decide which placement can be offered and named in the EHC plan. The person with parental responsibility is asked if they have a preference for a particular setting.

### Further information :

Please discuss with the setting's Special Educational Needs Co-ordinator (SENCO) and/or contact ICDS at the contact below.

Further leaflets available include:

- **SEN support:**
  - Meeting the special educational needs of children/young people without an EHC plan (including information about funding)
- **Next Steps meetings: guidance**

### Relevant law and guidance:

- Children and Families Act (2014)
- SEND Code of Practice (2015)

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# Education, Health and Care needs assessments and Education, Health and Care plans

**Integrated Children's Disability Service--  
Assessment Team**

# EHC process

**Important** - the EHC assessment process is bound by a statutory 20 week timeframe. By applying for the EHC needs assessment you are agreeing to work with the Local Authority and other professionals by making yourself available for assessment appointments, meetings with professionals as well as returning paperwork by specified dates. We must ensure that **together**, wherever possible, we adhere to the statutory EHC timelines detailed in the SEND code of practice.

## Requesting an EHC needs assessment

The Local Authority's Integrated Children's Disability Service (ICDS), Assessment Team coordinates the EHC process.

ICDS expects that, wherever possible, requests for EHC needs assessments are made together, by the person with parental responsibility and the education setting, using the school/college form and checklist.

The Education Needs Assessment Panel (ENAP) makes decisions about the EHC needs assessment and EHC plan.

If an EHC needs assessment is not agreed, the parents are sent a letter to explain why. Suggestions are often made about other ways the child or young person can be supported.

### **EHC needs assessment requested and considered**

A request for an EHC needs assessment is received by ICDS.

The information is discussed at panel (ENAP) and a decision is made.

The person with parental responsibility is informed of the decision (within 6 weeks).

## EHC needs assessment

If it is considered necessary to carry out an EHC needs assessment, reports will be gathered from key people, including:

- Person with parental responsibility
- Education settings
- Educational Psychologist
- Health professionals
- Social care professionals
- Other professionals who are involved

Once requested, the reports have to be returned to ICDS within 6 weeks.

### **EHC needs assessment completed**

If an EHC needs assessment is agreed, an Assessment Officer (AO) is allocated and reports are requested. The AO will offer to meet you early in the process.

Reports are received and read by the panel (ENAP). It is then decided if an EHC plan is needed. This decision is made within 16 weeks of the original request.

Reports from the EHC needs assessment are always sent to the person with parental responsibility, to use with the education setting, regardless of whether or not an EHC plan is issued.

## EHC plan and education placement

The panel members (ENAP) read the professional reports carefully. They decide whether the child/young person needs an EHC plan to have their needs met.

If an EHC plan is not necessary, ICDS will let the person with parental responsibility know, explaining the reasons why. The reports can be used to plan what needs to happen next for the child.

### **EHC plan drafted and finalised**

The EHC plan is drafted and sent, along with the reports, to the person with parental responsibility and to professionals.

A Next Steps meeting is offered to discuss the draft plan.

The person with parental responsibility requests an educational setting (even if asking for the current setting).

The Assessment Officer arranges for consultations with education settings, to see which places can be offered.

The educational setting is agreed and the EHC plan finalised (within 20 weeks of the initial request).