



INFORMATION, ADVICE AND SUPPORT TEAM

for Special Educational Needs and Disabilities

Education Health and Care Plan (EHCP) timetable

<p>The local authority (LA) receives a request for an EHC needs assessment. The authority must tell parents about this request.</p>	<p>The date the authority received the request is the start date.</p>
<p>The local authority decides if an EHC needs assessment is necessary. The authority must tell parents about its decision.</p>	<p>Within six weeks of the start date.</p>
<p>If agreed the EHC needs assessment takes place.</p> <p>The local authority tells the parents of its decision. <i>Either</i> The local authority sends a draft EHC Plan to parents. <i>Or</i> The local authority tells the parents of its decision not to issue an EHC Plan. Your letter from the authority will explain what you can do next.</p>	<p>This assessment starts as soon as the decision is made.</p> <p>Within 16 weeks of the start date.</p>
<p>Parents should respond to the draft EHC Plan. They can: Agree that the draft is adequate or ask for a meeting to discuss any changes.</p> <p>Parents have the right at this point to state a preference for a school or early years setting.</p>	<p>Within 15 days of receiving the draft EHC Plan.</p>
<p>The local authority consults with the school or early years setting.</p>	<p>Within 15 days of parents' response to the draft EHC Plan.</p>
<p>The local authority issues the final EHC Plan.</p>	<p>Within 20 weeks of the start date.</p>



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Do you have concerns that your child has difficulty learning?

Do you have a child or young person in your family with special educational needs or disability?

Do you need some information advice or support?

What can we do to help?

- Discuss your concerns about special educational needs or disabilities.
- Explain local SEND policies and procedures in Lancashire.
- Assist you with SEND paperwork.
- Liaise between you, your nursery, school or college and other professionals.
- Support you with relevant meetings.
- Explain the legal processes around SEND.
- Signpost you to other sources of support about SEND.

Who are we?

Every local authority in England has to provide an information, advice and support service for families who have a child or young person under the age of 25 with Special Educational Needs or Disabilities

Who can we help?

Parents and carers of children and young people with SEND.

Young people with SEND. (Can be supported independently from their parents).

Parents and carers who are concerned that their child may have SEND but have no diagnosis.

Our Contact Details:



0300 123 6706



information.lineteam@lancashire.gov.uk



www.lancashire.gov.uk/SEND

you can read the FIND newsletter, get details of the Parent Carer forums in your local area and find activities and groups for your child to attend



www.facebook.com/lancashirelocaloffer



our facebook page for regular updates

**Information,
Advice & Support
Services Network**