



The 20 week Needs Assessment timeline

Applying for Needs Assessment (Weeks 1-6)

Setting, parent/carer or young person applies for a needs assessment (SENCo can submit request on behalf of parents or Young Person)
An EHC Assessment Officer is assigned

Parents and school invited to contribute further information

Professionals are invited to share information from previous involvement with child or young person

EHC Assessment Officer collates all information gathered ready for panel consideration

If
assessment
agreed

EHC Multi Agency Panel decides whether to carry out an assessment.
Parent/carer receives a letter explaining the decision and next steps.

The Needs Assessment Process (Weeks 7-16)

Relevant professionals complete assessments. They, along with the setting are asked to submit formal advice.

Parents/Carers, child or young person also share views

Co-production meeting involving parents, professionals, child or young person discusses the reports received and agree desired outcomes

EHC Assessment Officer collates all information gathered and shares with EHC Multi Agency Panel

If EHCP
issued

EHC Multi Agency Panel decides whether to issue an EHCP. Parent/carer receives a letter explaining decision and next steps.

Agreeing & Finalising the Plan (Weeks 17-20)

A proposed EHCP is drafted which is shared with all those involved with the assessment.

Parent/carer reviews and makes comments about the proposed EHCP and informs the LA of their preferred setting.

LA considers any requested amendments and consults with the preferred setting.

School place is agreed

Final EHCP issued

There are some exemptions that can be applied to these timescales such as school holiday dates. Please refer to the Code of Practice for more details.