

Essex EHC Assessment Process

Request Phase

Request for an EHC Needs Assessment is received from the young person, family, setting or supporting professional.
(For information see Applying for an EHC Needs Assessment)

LA & multi-disciplinary panel reviews the request & information then decides whether the LA will undertake the EHC Needs Assessment.

The decision is given in writing.
(If declined see Refusal to Assess Advice)

Weeks 0 - 6

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Assessment Phase

If EHC Needs assessment is agreed the family & young person's views are obtained.

Education, Health, Social Care professionals are formally asked to submit reports.
It is a legal requirement to respond with a report within 6 weeks regardless of waiting lists or shortage of professionals.

An Educational Psychologist is allocated to conduct an assessment including observation of young person, discussion with family and current setting.

Reports are gathered & a Needs Assessment Report (NAR) is written by SEND Operations.

An Outcomes Meeting is offered for family & professionals to discuss & revise the NAR.

LA & multi-disciplinary panel review the NAR & decides if an EHC Plan is necessary to support the young person.

The decision is given over the phone & in writing.
(If declined see Refusal to Issue Advice)

Weeks 7 - 16

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Planning Phase

A Proposed EHC Plan is issued and all supporting evidence is shared - families have 2 weeks to respond; accept the Proposed Plan or seek further amendments, & state their setting preference.

Once the Proposed Plan is agreed the LA formally consults settings they feel may be appropriate sharing the EHCP - including nearest local mainstream setting & parental preference.
Settings have to respond within 15 days.

Responses from settings are received - LA & multidisciplinary panel decides which school to formally name - The Final EHCP is issued to family, all professionals and named setting.

The decision letter from the LA will give reasons & explain next steps
- family & young person can accept or challenge this decision.
(If necessary see Disagree with EHCP Advice)

Weeks 17 - 20

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