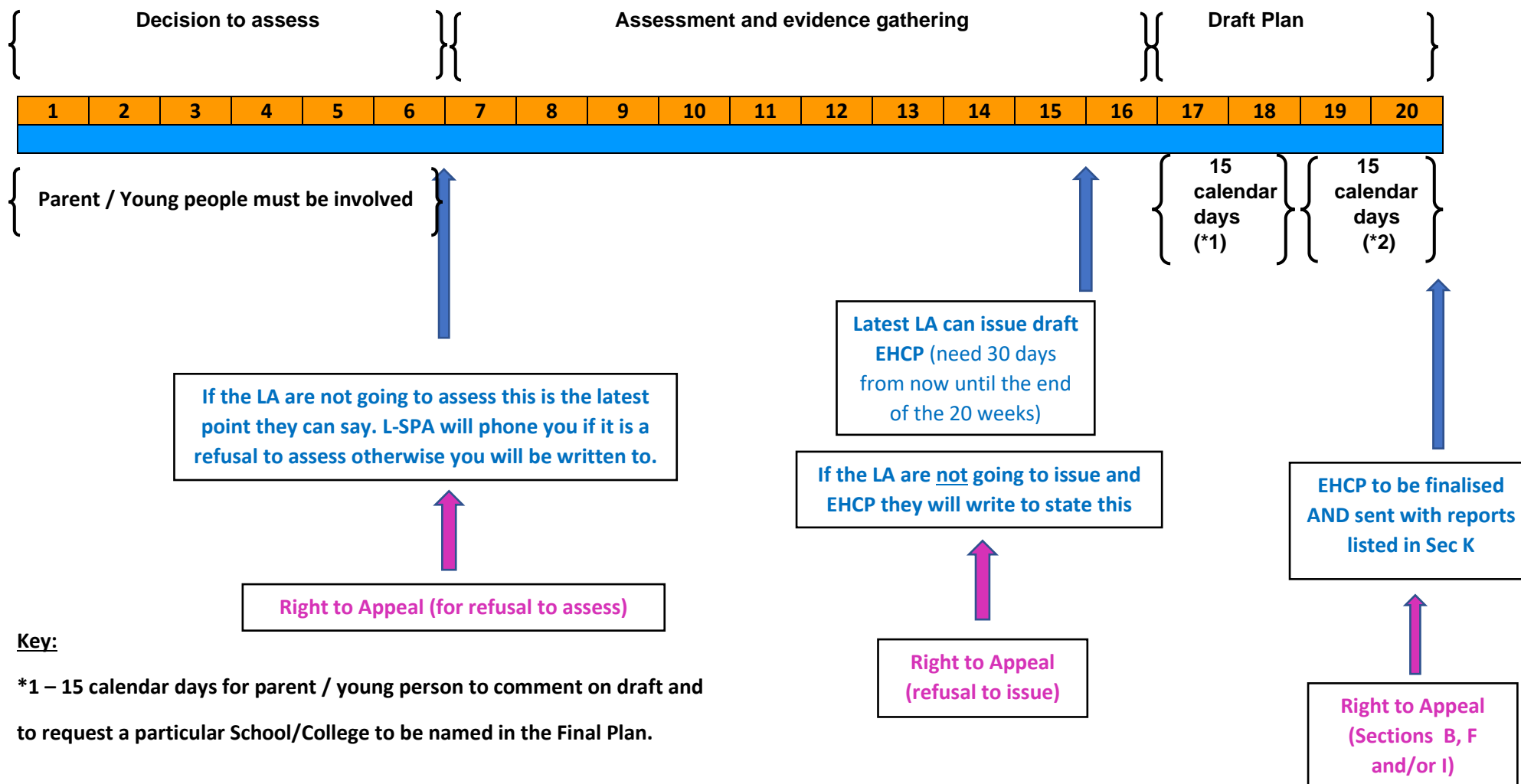


EHCP 20-week planner: assessment and planning process

Wk	What happens:	Notes, dates to note and when you have the Right to Appeal:	Additional notes:	Information Sheets that could be useful (www.sendadvice.org.uk):
1	<p>Decision to assess within this 6-week period.</p> <p>Week 1 starts as soon as the EHC Needs Assessment request arrives with the LA.</p>	<p>NOTE DATE: Make a note of the date that the EHC Needs Assessment is sent in then note each of the main dates below</p> <p>Get confirmation it has been received (in writing)</p>	<p>You must be involved during this time</p> <p>Start looking at Schools/Colleges – book a visit, look at Ofsted reports, take to friends and neighbours and look on their websites</p>	<p>EHC Needs Assessment EHCP IEP What is the SEND Code of Practice? SEN Support in Mainstream Schools Funding for SEN Support in Mainstream</p>
2				
3				
4				
5				
6		<p>NOTE DATE: By the end of this week it is the latest the LA can inform you of a decision - this letter gives you the Right to Appeal. L-SPA will call all those with a Refusal to Assess.</p>		<p>See Appeal Process sheets</p>
7	<p>Assessment and evidence gathering</p>	<p>Assessments and observations will be carried out over the next 6 weeks, (so professionals are given 6 weeks to carry out assessment and provide reports). It is therefore strongly advisable that parent/carers are available to attend these appointments, so these assessments are carried out in a timely manner.</p>	<p>If not already done so, start looking at Schools/Colleges – book a visit, look at Ofsted reports, take to friends and neighbours and look on their websites</p>	<p>Choosing a School for a child with SEN</p>
8				
9				
10				
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16		See notes in the next column regarding the last 30 days of this timeline (includes 2 days from this week until the end of the process)	<p>NOTE DATE: By mid-week it is the latest the LA can issue a draft EHC Plan you then have 15 calendar dates to reply</p> <p>By the end of the week is the latest that the LA MUST notify you if they are not going to issue a plan - you will have the Right to Appeal</p>	See Appeal Process sheets Checking a Plan EHCP and the section content Banding Duty to Specify Personal Budgets After you have checked a Plan
17	Draft Plan			
18				
19				
20		<p>Note Date: Over the last 30 days of this timeline:</p> <p>First 15 days – parent / young person should comment on the draft EHCP and name a School.</p> <p>Second 15 days – LA consult with Schools / Colleges to be named in Plan.</p> <p>NOTE DATE: By the end of the 20th week the Plan must be finalised <u>and</u> sent with a letter that gives you the Right to Appeal</p>	See Appeal Process sheets	



Key:

*1 – 15 calendar days for parent / young person to comment on draft and to request a particular School/College to be named in the Final Plan.

***2 – 15 calendar days for LA to consult with Schools/Colleges.**