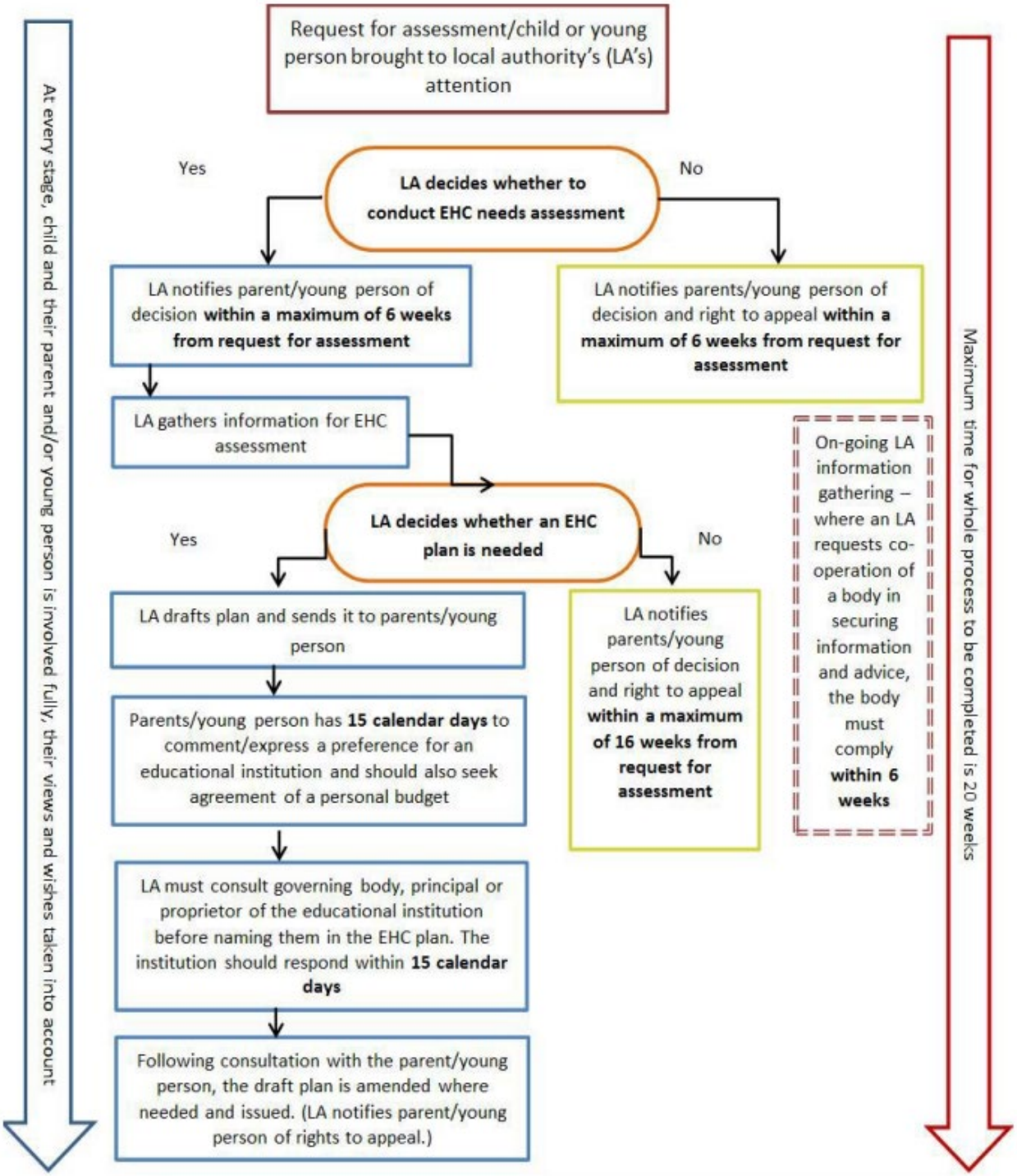
Request for assessment/child or young person brought to local authority's (LA's) attention
LA decides whether to conduct EHC needs assessment
Yes
No
LA notifies parent/young person of decision within a maximum of 6 weeks from request for assessment
LA notifies parents/young person of decision and right to appeal within a maximum of 6 weeks from request for assessment
LA gathers information for EHC assessment
On-going LA information gathering – where an LA requests co-operation of a body in securing information and advice, the body must comply within 6 weeks
LA decides whether an EHC plan is needed
Yes
No
LA drafts plan and sends it to parents/young person
LA notifies parents/young person of decision and right to appeal within a maximum of 16 weeks from request for assessment
Parents/young person has 15 calendar days to comment/express a preference for an educational institution and should also seek agreement of a personal budget
LA must consult governing body, principal or proprietor of the educational institution before naming them in the EHC plan. The institution should respond within 15 calendar days
Following consultation with the parent/young person, the draft plan is amended where needed and issued. (LA notifies parent/young person of rights to appeal.)
At every stage, child and their parent and/or young person is involved fully, their views and wishes taken into account
Maximum time for whole process to be completed is 20 weeks