



Education, Health and Care (EHC) needs assessment and planning pathway map

This pathway map is designed to help children and young people with special education needs and disabilities (SEND) and their parents and carers to understand the process when applying for an EHC plan.

If you have any questions or would like any support, please contact the Education and Early years Team on 020 7332 1002

Weeks 1 - 3	EHC REQUEST STAGE	ACTION
	<p>The local authority (LA) receives a request for an EHC needs assessment from parent carer, young person (over the age of 16 but under the age of 25), educational setting, or other professional working with the family.</p> <p>Requests for an EHC needs assessment must be in writing setting out the child's or young person's needs and why you feel that an assessment is necessary.</p>	
	<p>The Special Education Needs (SEN) Officer from the LA contacts the parent carer/young person to offer face to face meeting to:</p> <ul style="list-style-type: none"> • begin to get to know the parent carer/young person • explain what will happen • identify any additional information which may be required. 	<p>SEN Officer meets parent/young person</p>

	THE DECISION TO ASSESS	
Weeks 3 - 6	<p>The TERP considers whether an EHC needs assessment is required.</p> <p>The TERP includes representatives from Education, Health and Social Care services.</p>	<p>TERP makes decision</p> <p>Parent carer/young person notified of the decision within six weeks from date of request</p>
Assessment not agreed	<p>The SEN Officer informs parent carer/young person and referrer to explain how the decision was reached and the strategies/support which has been suggested.</p> <p>Meeting between all involved agencies arranged in the setting to consider how the child's/young person's needs could be met and how the support that has been suggested will be arranged to improve outcomes for the child/young person.</p> <p>Parent carer/young person will be informed about support which is available from the Tower Hamlets Parents and Young People Information Advice and Support Service.</p> <p>Information will be provided about the disagreement resolution service. The City of London use Kids SEN Disagreement Resolution and Mediation services.</p> <p>The Parent carer/young person also informed of right of appeal if they are not happy with the decision or the support available.</p>	<p>Letter to parent carer/young person</p> <p>Meeting with parent carer/young person and setting</p> <p>SEN Officer to explain the process.</p>
Assessment agreed	<p>The SEN Officer informs parent carer/young person, educational setting, and professionals of the decision to assess.</p>	<p>Letter to parent carer/young person</p>

	<p>'An outcome can be defined as the benefit or difference made to an individual as a result of an intervention. It should be personal and not expressed from a service perspective; it should be something that those involved have control and influence over, and while it does not always have to be formal or accredited, it should be specific, measurable, achievable, realistic and time bound (SMART).' Special educational needs and disability code of practice 9.66</p>	
	<p>EHC PLANNING MEETING HELD TO CONSIDER STRENGTHS AND NEEDS AND TO AGREE OUTCOMES</p>	
	<p>Parent carer/young person, key worker, Independent Supporter, school/setting, SEN Officer, Educational Psychologist (EP), and any other key professionals such as a health professional or a social worker attend the meeting.</p> <p>The meeting will follow a person centred format where we will support you to be central to making decisions about your child's/ your support needs.</p> <p>The SENCO or SEN Officer will chair the meeting.</p> <p>The SEN Officer will pull all the information together and write up the draft plan for consideration by the LA.</p>	<p>Multi agency meeting with family</p>
	<p>DECISION TO ISSUE A PLAN</p>	
<p>Weeks 14-16</p>	<p>The TERP (including representatives from Education, Health and Social</p>	<p>TERP makes decision</p>

	Care services) consider whether an EHC plan is needed.	Parent carer/young person notified of decision within maximum of 16 weeks of the request for an EHC needs assessment
Decision to issue a plan	<p>The TERP quality assures draft EHC plan and agrees the education, health and social care resources/support to meet your child's/your needs.</p> <p>Draft EHC plan sent to parent/young person for any comments and views and their preference for a school/setting.</p> <p>The family will have 15 calendar days to respond to draft EHC plan.</p> <p>The SEN Officer meets with parent carer/young person and key worker to discuss proposed EHC plan and explain process for considering a school/setting.</p> <p>The parent carer/young person will also be given information about personal budgets and how this could be used. (Link to Info. on personal budgets)</p> <p>The SEN Officer consults governing body, school/settings. They should respond within 15 calendar days to the draft EHC plan.</p> <p>Placement for child/ young person identified.</p>	<p>Draft EHC plan issued</p> <p>Meeting with family and key worker</p>
Decision not to issue a plan	<p>Non statutory plan drafted. This will set out your child's/your needs and the support which the school/ setting will put in place to meet the identified needs.</p> <p>SEN Officer meets with parent</p>	<p>Non statutory plan drafted</p> <p>Decision Letter to parents</p> <p>Multi agency meeting</p>

	<p>carer/young person/ key worker/ setting to explain the decision.</p> <p>Multi agency meeting held to discuss how support will be provided in the context of the setting/Local Offer to achieve the outcomes identified for the child/young person.</p> <p>Parent carer/young person will be informed about support which is available from the Tower Hamlets Parents and Young People Information Advice and Support Service.</p> <p>The SEN Officer will explain the parent carer/young person's right of appeal against the decision and the process for mediation and disagreement resolution which is provided by (Kids).</p>	with family
Weeks 18 – 20	FINALISING THE EHC PLAN	
	<p>The SEN Officer makes any necessary adjustments to the EHC Plan and a school/setting is named.</p> <p>If a personal budget has been requested, the TERP will consider this, and, if agreed, the arrangements for this.</p> <p>The EHC Plan is sent to parent carer/young person and all parties involved.</p> <p>The key worker checks that the plan has been received and understood by the parent carer/young person and confirms with the SEN Officer.</p> <p>Parent carer/young person informed of their right of appeal against the</p>	<p>EHC Plan sent to family within 20 weeks of the request for an EHC needs assessment.</p> <p>Education, Health and Social Care arrange/provide the provision specified in the EHC plan.</p>

	<p>description of the child or young person's SEN, the special educational provision, the school/setting or type of school/setting specified in the EHC plan, and the process for mediation and disagreement resolution which is provided by (Kids)</p> <p>The EHC plan will be reviewed annually by the LA.</p>	
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