

# Timeline for Education, Health and Care (EHC) Needs Assessment for Parents/Carers



From start to finish an EHC assessment should take no longer than 20 weeks†

	Deciding whether to assess						Assessment and evidence gathering										Consultation with parents		Consultation with placement and finalising the plan	
Weeks	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
<b>What is going on with my request?</b>	Upon receipt of a request for an EHC needs assessment, the SEND Team in the Local Authority have 6 weeks to decide and inform you whether to go ahead or not. ††						Where an assessment is agreed, the SEND team will request advice from education, health, and social care professionals. †††						Based on the professional advice received, the SEND Team must decide by 16 weeks after the initial request was received, whether to issue an Education, Health, and Care Plan (EHCP) or not. ††				Where an EHCP is agreed, you should receive a copy of the plan. You will be asked to make comments and provide a preference for a school/setting.		The draft plan will be sent to your preferred school/ setting to ask if they can deliver what is set out in the EHCP and meet the child's SEND.	
<b>What should I expect?</b>	An email from the SEND team telling you they have received your request.						You will receive an email with a letter from the SEND team telling you if the Local Authority agreed to the assessment or not. If an assessment is agreed, you will be invited to a meeting to tell you about the process going forward. If an assessment is not agreed, you will be able to discuss the decision with your SEND officer. ††						Following the assessment, you will be invited to an informal meeting to co-produce a plan, with the child/young person based on their views.  This plan will either be used for the EHCP, if agreed, or be used in your child's school-based SEND support plan, if not agreed. ††				The draft plan via secure email and a request for you to tell us your school preference.		Once the school have agreed they can meet your child's SEND, you should expect your final EHCP. ††	
<b>What should I do?</b>	If you have any more information that will help the SEND Team – let them know.						Make sure you can attend the meeting. This meeting can be virtual or in person. Let the SEND team know your availability and preference.  You can contact the City of London & Tower Hamlets SENDIASS Service to support you with this meeting.						If it is appropriate for your child/young person to attend, support them with preparing for this. You will be sent some questions and information on what to think about.  Prepare what you would like to share about your views as well in the meeting.				Let the SEND team know about any changes you want made and if you want to meet to discuss anything in the plan.  Inform the SEND Team of your school/setting preference.		Wait to receive the final EHCP.  If there is anything you are still unhappy with, inform the SEND Team who will meet to discuss this with you.	

## KEY

† Exceptions apply to the timescale, for example, where there are missed appointments with Health, the child or young person is absent from the area for 4 weeks or more, there are exceptional or personal circumstances affecting the child or parent / carer, or where the educational institution is closed for at least 4 weeks.

†† You have rights to appeal if you do not agree with the decision – you can contact SENDIASS for support.

††† No new advice is needed where there is existing assessment information and parents/carers agree it is sufficient.

## Further Help and Support

### **City of London SEND Local Offer Website**

This website provides information on the services on offer for children and young people with SEND aged 0-25, and their families, in the City of London.

<https://www.fis.cityoflondon.gov.uk/send-local-offer>  
[eeyservice@cityoflondon.gov.uk](mailto:eeyservice@cityoflondon.gov.uk)

### **Tower Hamlets & City SENDIASS**

This service provides free, confidential, and impartial information, advice and support around Special Educational Needs and Disabilities, including health and social care.

<https://www.towerhamletsandcitysendiass.com/>

020 7364 6489

### **City of London Parent Carer Forum**

The forum is for parents and carers of children and young people with SEND to provide practical and emotional support and ensure parents and carers voices are heard in national and local decision making.

<https://www.cityparentcarers.org/>  
[info@cityparentcarer.org](mailto:info@cityparentcarer.org)

## Frequently Asked Questions (FAQ's)

- What if I did not get an email or letter?  
*Contact your SEND Caseworker to find out what is happening with the request for an EHC needs assessment.*
- It has been 6 or 16 weeks and I have not received a decision.  
*Contact your SEND Caseworker. It may be that there have been delays with gathering further information and advice and they are unable to make a decision.*
- Where can I find out more information about how the Local Authority makes decisions about whether to agree to an EHC assessment and issue an EHC plan?  
*The decision-making process used by the Local Authority can be found on the Local Offer [www.fis.cityoflondon.gov.uk/send-local-offer](http://www.fis.cityoflondon.gov.uk/send-local-offer)*
- When will I need to attend a meeting?  
*There are three scenarios within the 20-week timeline where you may be invited to a meeting.*
  - 1) *At week 6, both when the Local Authority has and has not agreed to an EHC needs assessment to discuss the decision and next steps.*
  - 2) *Between week 12 and 16, following the assessment, you will be invited to an informal meeting to coproduce a plan with yourselves, your child, and any other friends, family, and professionals.*
  - 3) *Between week 12 and 16 where the Local Authority has said no to issuing a plan (after the assessment has occurred).*

*We understand that you will be disappointed if the Local Authority does not agree to an EHC needs assessment or does not issue an EHC plan, and so these meetings will be an opportunity for you to discuss the decision with your SEND Caseworker.*

*Where we have not agreed to an EHC plan, it will be expected that the coproduced plan from the meeting between week 12 and 16, is taken forward by the educational setting.*

- What happens once the EHC plan is completed at week 20?  
*Once you have the final EHC plan there will be an annual review. You will be invited to attend this meeting at the child/young person's educational setting or virtually. When your child is due to move school or into a post 16 placement, the Local Authority will send you more information to explain the next steps.*