

Education, Health and Care Plan Process Flowchart

Week 0 - 6

A Request For Assessment is received by Lincolnshire County Council. This can come from a school, parent, or involved professional, e.g., a social worker. Within the first 6 weeks, you will receive confirmation as to whether Lincolnshire County Council agrees to assess the young person.

6 - 12 Weeks

If agreed, the EHC Needs Assessment begins. Lincolnshire County Council will gather advice and information regarding:

- a) the child or young person's needs.
- b) the provision required to support those needs; and
- c) the expected outcomes following implemented provision.

Professional advice will be sought, and is required within 6 weeks of the original request date.

Your SEND Caseworker may arrange a discussion with you, if further information is required.

[SEND Local Offer - Lincolnshire County Council](#)



12 - 16 Weeks

All advice we be submitted as part of the EHC Needs Assessment process and submitted to a "16 Week" Panel Meeting. This will determine if your child is granted an EHC Plan.

If Lincolnshire County Council decides to issue an EHC Plan, a Draft EHC Plan will be created and shared with you. However, if an EHC Plan is not approved, you will be notified of your right to appeal.

16 - 20 Weeks

If an EHC Plan is approved, your SEND Caseworker will issue a Draft EHC Plan. You have 15 days to respond to this, prior to consultations being sent to appropriate settings. The EHC Plan must be finalised 20 weeks after the initial request and sent to:

- a) the young person or their parents
- b) the governing body, proprietor or principal of the educational setting
- c) or early years providers named in the EHC Plan; and
- d) the responsible health body.

Annual Review

Lincolnshire County Council, or the young person's educational setting, will complete the first review of the EHC Plan within 12 months of it being finalised. Subsequent reviews must be completed within 12 months of the previous review.

Invitations to the Annual Review Meeting will be sent at least 2 weeks prior to the 12-month deadline. For advice to be received on time, Lincolnshire County Council recommends that this process starts at least 4 weeks prior to the 12-month deadline.

Following the annual review meeting, within 2-weeks of the annual review meeting, the review paperwork will be circulated to Lincolnshire County Council and all attendees.

Within 4 weeks of the review meeting, Lincolnshire County Council will decide whether to:

- a) maintain the EHC Plan in its current form.
- b) amend the EHC Plan.
- c) cease to maintain the EHC Plan.

As soon as practicable, and within 8 weeks of the EHC amendments being shared, Lincolnshire County Council will finalise the Amended EHC Plan.