

Understanding the Education, Health and Care Needs Assessment Process (6 – 20 Weeks):

A guide for parents and carers:

Lincolnshire County Council have agreed to carry out the EHC Needs Assessment for your child, so what happens next?

Lincolnshire County Council will seek information and advice on:

- a. Your child or young person's needs,
- b. The provision required to meet those needs, and,
- c. The outcomes expected to be achieved by your child or young person.

Lincolnshire County Council will seek advice and information from professionals during an assessment as set out in Regulation 6(1) of The Special Educational Needs and Disability Regulations 2014 (The SEND Regulations 2014):

- a. You, as your child's parent or as a young person.
- b. Educational advice (usually from the SENDCo, the head teacher or principal).
- c. Medical advice and information from a health care professional.
- d. Psychological advice and information from an educationalist.
- e. Advice and information in relation to social care.
- f. Advice and information from any other person the local authority deems appropriate.
- g. Where your child (or you as a young person) is in or beyond Year 9, advice and information in relation to provision to assist your child/you in preparation for adulthood and independent living.
- h. Advice and information from any person you reasonably request that the local authority seek advice from.

The SEND Caseworker will reach out via email, explaining the next steps of the process. A meeting (via phone, Teams, or in person) may be held. This meeting is an opportunity to work together positively, keeping the child or young person at the centre of the process. Their views, wishes, and feelings will be central to the discussion.

How long will this take?

The above professionals must respond within six weeks upon Lincolnshire County Council asking for their advice and information regarding your child/ young person. This

is set out in SEND Regulation 8(1) and paragraph 9.52 of the Code of Practice. The only exceptions to this are if:

- a. During that six-week period, exceptional circumstances affect you or your child,
- b. You or your child are away for a continuous period of not less than four weeks,
or
- c. You fail to keep an appointment for an examination or a test.

Lincolnshire County Council will decide whether to issue an EHC Plan within 16 weeks of receiving the initial request. If agreed, a draft EHC plan will be created and shared, and consultations with settings will begin. The final EHC Plan must be issued no later than 20 weeks from the date of the initial request.

What happens if my child is declined an EHC Plan?

Your SEND Caseworker will contact you by the 16-week deadline to explain the decision and provide advice on next steps. The decision will also be available on the EHC Hub.

What happens if my child is approved for an EHC Plan?

You will receive a notification via the EHC Hub. The SEND Caseworker will draft the EHC Plan and share it with you through the Hub. You will have 15 days to provide feedback. The Caseworker will then consult with settings, including your parental preference, this may take up to 15 days for settings to respond.

What do I need to do?

As a parent/ carer for your child, you are required to provide your voice. This is to be done on the EHC Hub system. You'll be asked to respond to the following prompts:

- Important things to know about our family history: briefly explain any family history that may be relevant, such as parental diagnoses, living situations and social care involvement.
- Things that are working well at home and school: explain in your own words what you think is working well at home and school, giving examples if needed.
- Things that are not working well and we would like to change: explain in your own words what you think is not working well at home and school, giving examples if needed.
- Our hopes and aspirations for the future: what you would like to see happen for your child.
- Other information we think is important: any information not already covered.

Keep this section factual and concise. Lincolnshire County Council recommends that it fits on one A4 landscape page when presented.

What can I expect from my SEND Caseworker?

During the time of the Needs Assessment, the SEND Caseworker will be working in the background ensuring all advice and information is provided in accordance with the above. They will be in contact with you at several points of the process, including but not limited to:

- a. Initial contact where they introduce themselves, normally via the email address you have provided.
- b. If a meeting has been requested, following the drafting of your child's EHC Plan, they will arrange this meeting with you.
- c. Informing you of the decision as to whether Lincolnshire County Council will issue your child with an EHC Plan, via the EHC Hub.
- d. Sharing the draft EHC Plan and gathering your wishes for consulting settings.
- e. Sharing the outcome of the consultation process.
- f. Informing you when the EHC Plan has been finalised.

Your views matter:

How did we do during the first 6 weeks?

A short set of questions for parents/carers/guardians/young people, used to shape the SEND Team in Lincolnshire:

<https://www.letstalk.lincolnshire.gov.uk/embeds/projects/38656/survey-tools/43367>



Paper copy also available.

Where can I find more information regarding this process?

[Liase – About Liase - Lincolnshire County Council](#)



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



[Lincolnshire Parent Carer Forum – Lincolnshire County Council](#)



[EHC Hub Guidance](#)



[School and college transport – Lincolnshire County Council](#)



[Lincolnshire Young Voices – Lincolnshire County Council](#)



Glossary:

EHC Plan: Education, Health and Care Plan.

EHC Hub: Education, Health and Care Hub.

SEND: Special Educational Needs and Disabilities.