

Understanding the Education, Health and Care Needs Assessment Request Process (0 – 6 Weeks):

A guide for parents and carers:

An Education, Health and Care Needs Assessment request has been made, so what does this mean?

Your child's school or other education setting will often be able to meet the needs of children/ young people through SEN Support, but sometimes they may need more specialised educational provision. In these circumstances, it may be necessary to consider an EHC needs assessment.

An outcome of the EHC needs assessment may be an Education, Health and Care (EHC) Plan. The plans are legal documents that include information and support about the child/young person's Special Education Needs, as well as Health and Social Care where relevant.

"The purpose of an EHC plan is to make special educational provision to meet the special educational needs of the child or young person, to secure the best possible outcomes for them across education, health and social care and, as they get older, prepare them for adulthood." SEND Code of Practice 9.2"

Evidence will be required detailing the support and interventions which an education setting has already provided as part of the graduated approach or supported evidence if a child is not in a pre-school setting if appropriate. The new process requires the child/young person and all relevant professionals to contribute to the assessment; to identify the support they can provide and monitor progress to be able to meet the identified outcomes.

The request has been submitted, what happens now?

Once the request has been submitted a SEND Assistant Caseworker will be allocated. This may be up to 2 weeks after the request is submitted. Within the first 6 weeks of the process, they will send further information requests to the following (even if information has been provided as part of the initial EHC Needs Assessment Request):

- Parents/carers and/or young person –Any additional information you feel relevant and wish to upload can be added to the bottom of the request form by clicking 'add files'. The email addresses of parents / carers / young people aged over 16 and above will be added to the sidebar.
- The child or young person's educational setting

- Health Care professionals
- Psychological advice and information from an educationalist
- Social Care professionals
- Any other advice and information that Lincolnshire County Council considers relevant.

At the end of the information gathering period a panel will meet to decide if an assessment is required in line with the SEND Code of Practice 2015. This decision must be made within 6 weeks of the original request.

If an assessment is not agreed the Local Authority will inform parents/young people about the decision, highlighting their right to appeal.

If the decision is to proceed you should receive a notification to access the Hub. A SEND caseworker will be allocated and will contact the family, and person who made the request, to discuss next steps.

How long is the whole process?

Overall, it can take 20 weeks for the whole process to completed. However, this can be split into 3 sections; please see an overview below or refer to the flowchart on Page 154 of the SEND Code of Practice, 2015:

- 0-6 weeks – This is the information gathering stage. Once the request has submitted to the Local Authority must agree whether or not to progress with an assessment within 6 weeks of the request
- 6-16 weeks – If an assessment is agreed, a SEND Caseworker and assessing professional, such as an Educational Psychologist or Specialist Teacher, will be allocated. By the 16-week date, this information is seen at a Hub Panel Meeting, where it is determined if an EHC Plan is required.
- 16-20 weeks – A Draft EHC Plan is created and shared with parents / carers and / or young people aged over 18, and finalised by the 20-week date.

What do I do if I have concerns regarding my Child's school?

At this stage the SEND Team cannot assist with concerns raised. You are required to go through the appropriate channels within the settings network.

What do I do if I need to apply for a school place, but I am awaiting the outcome of this process?

As a parent, you are required to go through the normal admission process, whilst the EHC Needs assessment process is being completed.

Where can I find more information regarding this process?

[Liaise – About Liaise - 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:

EHCP: Education, Health and Care Plan.

EHCNAR: Education, Health and Care Needs Assessment Request

EHC Hub: Education, Health and Care Hub.

SEND: Special Educational Needs and Disabilities.

SENDCo: Special Educational Needs and Disabilities Co-ordinator.