



## Timeline for Educational, Health and Care (EHC) Needs Assessment

From date of referral to issuing a finalised EHCP an EHC Needs Assessment should (in most cases) 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
What is going on with my request?	Upon receipt of a request for an EHC Needs Assessment (EHCNA) the SEND Team in the Local Authority (LA) have 6 weeks to decide whether to proceed with an assessment **						*Where an assessment is agreed the SEND team will request advice from education, health, and social care professionals. *** This will always include: <ul style="list-style-type: none"><li>• Educational Psychologist</li><li>• Community Paediatrics</li><li>• Social Care</li><li>• Education</li></ul> Further requests for professional advice will be based on the EHCNA referral and those professionals involved with the child/young person and/or when a need is identified.						Following receipt of professional advice, the SEND Team must consider all the advice gathered as part of the EHCNA and inform you of their decision whether to proceed with issuing an EHCP.  The decision must be communicated to you by week 16.**				Where it is agreed that an EHCP will be issued, you will receive a copy of the draft EHCP.  You will then be asked to make comments and provide a preference for a school/setting.		Schools/settings will be consulted using the draft plan to ask if they can deliver the provision and meet the outcomes in the EHCP.	
What should I expect?	A letter from the SEND Team telling you they have received your request.						You will receive a phone call and a letter from the SEND Team if the LA agree to the assessment. The EHC Co-ordinator will introduce themselves and inform you what professional advice will be sought.  Where an assessment is not agreed you will be sent a letter informing you of the decision and the reasons why. At this point the LA will offer a next steps meeting. This is an opportunity to meet with them to discuss the EHCNA and the LA’s decision.						Following an assessment, where the LA has agreed to issue a plan, you will be invited to a planning meeting to help co-develop the EHCP.  The SEND team will produce a working document. This will be produced using the professional advice gathered from all agencies as part of the EHCNA. This document will be used to co-develop the draft EHCP.  You will be provided with a copy of the Working Document before the planning meeting.  Where a plan is not agreed, you will receive a letter setting out the decision. and the reasons for it.				You will receive a copy of the draft plan via post/email. You will be asked for your preference of school/setting at this point. You will have 15 days from the date of receiving the draft to make any parental representations, but these can be given sooner than 15 days if you wish.		Upon receipt of a consultation response the LA will consider all responses and discuss these with you. The responses will work towards issuing a final EHC Plan.	
What should I do?	If you have any more information that will help the SEND Team – let them know.						You can contact MIASS to support you through the process if you wish ( <i>please see contact details on next page</i> ).						Bring any questions you may have to the planning meeting, where these will be addressed.				Let the SEND team, know about any final changes you would like to be considered.  Ensure that you give your parental preference of school/setting.		Your EHC Co-ordinator will keep in contact with you and will send you a copy of the EHC Plan and all appendices once finalised.  Complete the user feedback form emailed to you of your experience through the EHCNA process.	

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*	Exceptions apply to the timescale, for example, where there are missed appointments with professionals, 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 a decision not to conduct an EHC Needs Assessment or not issue an EHCP following such an assessment. Your right of appeal will be detailed in the decision letter that is sent to you. You can contact MIASS for support.
***	No new advice is needed where there is existing assessment information the LA, and the person that has previously provided the advice agree it is sufficient.

### Services to support Parents/Carers and Young People

	<p>MIASS (Merton Information, Advice and Support Service) is co-commissioned by Merton Council and the NHS to provide free, confidential, and impartial information, advice and support to children and young people (aged 0-25) with special educational needs or disabilities (SEND) and their parents/carers who live in Merton.</p> <p>MIASS was formerly known as Merton Parent Partnership Service.</p> <p>Parents and young people should first contact their school's SENCo, learning support advisor, class teacher and other professionals who know the child/young person. Merton's SEN Local Offer also has a large number of useful guidance documents and services listed.</p> <p>MIASS is aimed at families who have explored these options but require some additional direct and specialist help and advice.</p> <p>Email: <a href="mailto:miass@merton.gov.uk">miass@merton.gov.uk</a></p>
	<p>Kids First is Merton's forum for parents of children and young people with disabilities or special needs.</p> <p>Kids First provides workshops and other support activities for parents with a view to supporting them to achieve improved outcomes for their children. It also provides the means for parents to meet other parents in the same or similar situation, and to support each other. Kids First supports parents in influencing the development of service provision and planning in the Borough, giving them a voice on local issues. Kids First also produce a newsletter twice a year.</p> <p>The Forum is run by a steering group of parents who decide the business and direction of Kids First.</p> <p>Email: <a href="mailto:kids.first@mertonmencap.org.uk">kids.first@mertonmencap.org.uk</a></p> <p>Website: <a href="https://www.mertonmencap.org.uk/services/kids-first-forum/">https://www.mertonmencap.org.uk/services/kids-first-forum/</a></p>