EHC plan assessment pathway

2 weeks | 4 weeks | 6 weeks | 9 weeks | 12 weeks | 15 weeks | 20 weeks

Step 1 - takes 2 weeks

You're a family with a child who has special education needs or a disability.
Or you're a young person with SEND.

Your needs are brought to Leicestershire County Council's attention because:

- Your education provider (early years, school or college) makes a referral to the council's SEN assessment service
- Or, as a parent or young person, you request an assessment. The council then contacts your education provider to find out more.

Step 2 - deciding to assess

Within 2 weeks, the council prepares or takes a look at your SEND support plan. The council decides whether a statutory assessment should go ahead for an 'education, health and care plan'.

YES → Max 6 weeks: If you meet the criteria, the council will let you know in writing.

NO → If your request doesn't meet the criteria... Max 6 weeks

A — criteria isn't met

This means that the council doesn't have enough evidence.
The council will write to you and explain the decision as well as the 'appeal process'.
We will offer to meet to discuss this further.

Even if you don't meet the criteria for an EHC plan, you still have an SEND support plan

B — criteria not met, but other support required

We will write to you to explain the decision and discuss any further support.
This might be 'top-up funding' for your education provider or a meeting with all agencies to discuss the next steps.

You still have an SEND support plan

C — criteria not met but evidence of the parent's voice not being heard

We will write to explain the decision.
A manager from Children and Familys Service will lead a multi agency meeting to discuss the support plan and arrange mediation if necessary.

You still have an SEND support plan

Step 3 - creating an EHC plan

Max 9 weeks

Your SEN officer will develop an 'education health and care plan' by:

- using the SEND support plan put together in the setting
- listening to you
- talking to your education provider
- when necessary talking to other professionals.

Step 4 - by 12 weeks

Within 12 weeks, a panel will review whether an 'education, health and care plan' is required.

YES → Max 15 weeks: We let you know in writing.
You have 15 days to respond and let us know your prefered school.

NO → We will write to you and let you know about the appeals process.
You need to appeal within 16 weeks.

Step 5 - consulting your education provider

If we haven't already done so, the council will consult the education provider about being named within the plan.

Step 6 - within 20 weeks

A final plan is issued.
Any disagreements are discussed with all parties.

In 12 months the first annual review should take place.