TIMESCALES FOR ASSESSMENT

Request for assessment/child or young person brought to LA’s attention

- Yes: LA decides whether to conduct statutory assessment
  - Yes: LA writes to parent/young person to inform them of decision within a maximum of 6 weeks
  - No: On-going LA information gathering – where an LA requests co-operation of a body in securing information and advice, the body must comply within 6 weeks

- No: LA writes to parent/young person to inform them of decision (and right to appeal) within a maximum of 6 weeks

LA gathers information for EHC assessment

- Yes: LA decides whether an EHC plan is needed
  - Yes: LA drafts plan, sends to parent/young person
    - Parent/young person has 15 days to comment/request an educational institution and should also confirm if they would like a personal budget
    - LA must consult governing body, principal or proprietor of the educational institution before naming them in the EHC plan. The institution must respond within 15 days
    - Following consultation with the parent/young person, the draft plan is amended (where needed) and issued. Parent/young person must be informed of right to appeal
  - No: LA writes to parent/young person to inform them of decision (and right to appeal) within a maximum of 16 weeks from request for assessment

Collate reports

Assess evidence and make decision

Acknowledge receipt

6 WEEKS

NO EHC 4 WEEKS

EHCP 8 WEEKS