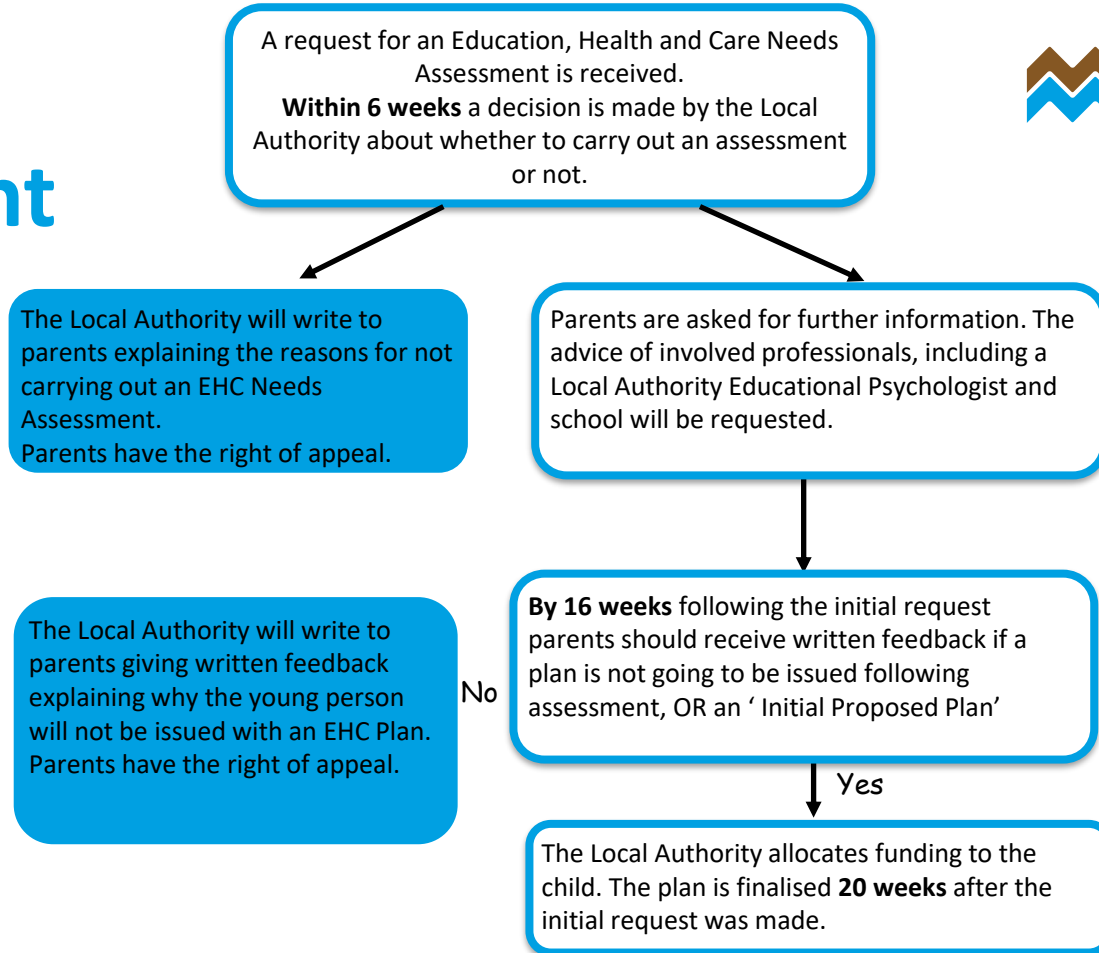


# Requesting an EHCNA

# The Statutory Assessment Process

When an  
EHCP is  
requested,  
the LA have  
clear dates  
that must be  
adhered to.



# Consent

By requesting an Assessment, you as a Parent are agreeing that the LA can seek advice from Education, Health and Social Care professionals relevant to the child/young persons needs.

# The First 6 Weeks – Making a decision

The request is submitted by Parent, Young Person, Setting or Professional.

Within the first 6 weeks the LA has to determine whether the legal test to undertake an EHC needs assessment is met:

*The child/Young person may have a special educational need and that the child may need special educational support.*

6 weeks from the date of the request, the LA must inform of the decision whether or not to undertake an EHC Needs Assessment

# The LA do not agree to undertake an EHC NA

If the LA do not agree to undertake an EHC Needs Assessment, then The Local Authority will write to parents explaining the reasons for not carrying out an EHC Needs Assessment.

Parents will have the right of appeal.

# The LA Agree to undertake an EHC NA – Gathering Advice (6-12 weeks)

The LA will write to the Parents/young person and will seek advice from Education (Educational Psychologist & setting) Health and Social Care to provide advice, which is needs based.

The LA **must** allow 6 weeks for this information to be provided

# Private Assessments

You can seek private assessments if you wish, either prior to an EHC Needs Assessment being undertaken, or before/after an Annual Review.

However the LA may share them with our colleagues in Education and the NHS to seek their views on the recommendations.

# Decision to issue an EHCP

After all the advice has been collated, the Local Authority have a decision to either:

- Draft and Issue an Initial Proposed EHCP (by week 16)
- Issue written feedback - if the LA do not issue a proposed EHCP, parents will have the right to appeal



# Proposed EHCP

Following the decision to issue a Proposed EHCP, the Casework Officer will collate all the information received through the assessment into a Proposed EHCP. A planning meeting may take place to discuss the content of the EHCP – this could happen before, or after the EHCP is issued.

Parents have 15 days to comment on the Proposed EHCP

# Your Questions:

I am being asked  
to provide  
parent  
comments to our  
first draft EHCP –  
help! What  
should I include?

Read through the EHCP, check to make sure you think it is accurate and that the document reflects your child. Check that you are happy that the provision reflects the written advice that was received.

Speak with your school and ask their thoughts and opinions on the provision.

If you have any concerns, speak with you CWO, they should be able to support you.

# Your Questions:

How will I  
know if my  
child's draft  
EHCP is any  
good?

When you read it, does it  
describes your child and what  
you feel they need?

If a stranger were to pick it up  
and read it, would they know  
how to support your child?

The EHCP should be succinct,  
clear and specific.

# Your Questions:

I have had the first draft, but I don't agree with what is in there or things are missing – what can I do, who can I talk to?

In the first instance, talk to you CWO, things may have been left out in error and can be easily resolved, or they may be able to provide further information/advice about why it wasn't included. It is also a good idea to speak with School staff, SENDIASS and Pinpoint if you require advice.


# Your Questions:

I'm being asked to consider which school I might want / I want to ask for schools – how do I find out what the choices are? How do I know what might be a good match? Who can help me make decisions & give me advice?

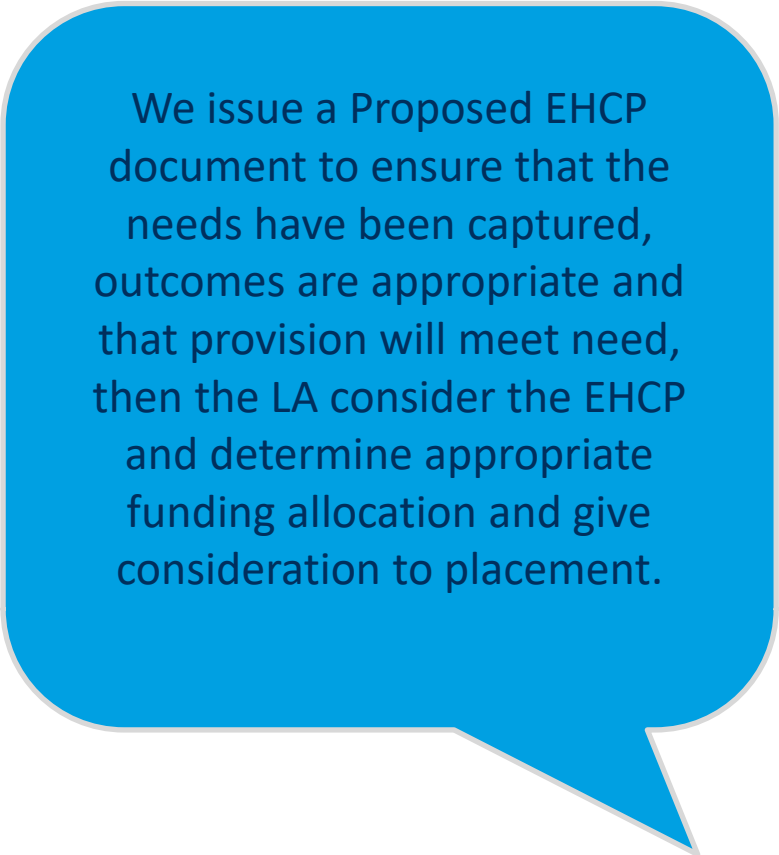
SENDIASS and Pinpoint can give impartial advice.

You can find details about special schools and specialist units in Cambridgeshire in the [Cambridgeshire Online Directory](#)

# Your Questions:



There is no  
funding or  
placement named  
on the EHCP



We issue a Proposed EHCP document to ensure that the needs have been captured, outcomes are appropriate and that provision will meet need, then the LA consider the EHCP and determine appropriate funding allocation and give consideration to placement.

# Resourcing

Once the EHCP has been written, it will be submitted to Panel for resourcing and consideration of placement.

# Final EHCP – What Next?

- Setting will implement the provision as detailed in the EHCP
- If child is under 5, there must be an Annual Review within 6 months of the date the EHCP is made final,
- If over 5, the Annual Review must be held within the first 12 months of the date the EHCP is made final.

**Any queries or concerns should be raised directly with your CWO. The letter issued with your final EHCP will advise who this is.**



# Your Questions:

What should it say to ensure my child gets the right support – if I want 1:1, a specific school etc

The language used needs to be clear descriptions of provision, without using Should/Would/Could needs to be Must/Requires.

We don't advocate 1:1 as all EHCP's should be encouraging independence – ensuring the right interventions are in place to support and prepare.

Parental preference is always considered, Parents have a right to express a preference and LA have duty to consider. If requesting specialist placements there is guidance for admission to special schools.

# SENDIASS

SEND Information, Advice and Support (SENDIASS)

Cambridgeshire County Council, SH1212, Shire Hall, Cambridge,  
CB3 0AP

Email - [sendiass@cambridgeshire.gov.uk](mailto:sendiass@cambridgeshire.gov.uk)

Confidential helpline open during term times: 01223 699 214

[SEND Information, Advice and Support Service \(SENDIASS\) -  
Cambridgeshire County Council](#)