Statutory Process for Education Health and Care Needs Assessment (EHCna) and Plan (EHCplan) Pathway

Week 1

Access & Response Team (ART)
receives initial request for EHCna

Week 6

SEND PANEL
Decision to proceed with EHCna

Decision not to proceed with EHCna. The young person/family and referrer are informed by letter

SEND Case Coordinator requests information/reports for assessment

Week 12

SEND PANEL
decides to draft the EHCplan

SEND PANEL
decides not to draft the EHCplan

Week 13

Person centred planning meeting
SEND Case Coordinator invites the young person/family and others to discuss needs and outcomes

The young person/family and referrer are informed by letter

Week 14

Draft Education, Health and Care plan (EHCplan) by SEND Case Coordinator

Week 15+16

Consultation with young person and family, led by SEND Case Coordinator

Week 17

SEND Case Coordinator amends draft EHCplan if appropriate

Week 18+19

SEND Case Coordinator consults with preferred education setting

Week 20

SEND PANEL
finalises draft EHCplan

South Gloucestershire Council