**Education, Health and Care Needs Assessment and Plan Timeline**

Week 0: Local Authority receives a referral for EHC Assessment (SEND Officer)
- SEND Officer makes contact with parents to acknowledge receipt (phonecall and get email address)
  - Setting Referral
  - Professional Referral
  - Parent/Carer

LA to seek advice from setting (2 weeks)

Week 4: Decision whether to initiate EHC Needs Assessment
(Senior to book week 14 co-production meeting)
(SEND Officer to meet re: Section A as needed)

- Yes
- No

Request advice from professionals
Within 3 Weeks: Offer of Way forward meeting
6 weeks to seek advice (SEND Officer to gather and check all relevant advice is in)
SEND Officer to complete Sections A (where possible) and K, as well as personal details.

Week 12: All advice received from Parent/Carer and Professionals.
Weeks 12-14: Senior SEND Officer to pre-populate Sections B – D.
Weeks 12-14: EHC needs assessment brought to Locality meeting – decision to go ahead with plan made here.

**Decision whether to issue EHC Plan**

- Yes
- No

Weeks 12-14: Working Document (Sections A – D) shared with parents (with appendices)

Senior to take this to SEN Surgery. If still a no, turn down EHC Plan letter sent to parents. A way forward meeting will be arranged within 3 weeks (Senior).

**Week 14: Co-production meeting (Senior SEND Officer)**
- Discuss EHC Needs Assessment
- Co-produce outcomes/provision parents would like/recommended by professionals to complete the plan.
- Gain parents' school preference at this stage

**Week 15-16:** Ensure provisions complete (Senior SEND Officer)
- Issue Draft EHC Plan to all including consultation to preferred school.
- Parents and setting have 15 days to respond to consultation.
- If special/provision, can take to Panel once have the response.

**Week 20: Final EHC Plan sent to all (SEN Caseworker)**
**Week 28:** Post EHC Plan meeting (the setting arrange this meeting to plan short-term outcomes linked to the plan)