

A One Minute Guide for - EHCA Process.

What to expect, when an EHCA has been requested

Referral (Day 1)

- Request for assessment from young person, parent, educational setting or other professional working with family.

Decision to assess (Week 6)

- Existing information/evidence collected from those involved (schools, parents/carers, etc.)
- Panel, consisting of Education, Health and Social personnel decide whether to conduct statutory assessment.
- This decision **must** be completed within 6 weeks.

Co-ordinated Assessment (Must be completed by Week 16)

- EHC caseworker gathers further information and inputs from professionals to inform assessment.
- EHC caseworker undertakes a discussion with family (ideally face-to-face)
- EHC caseworker pulls information together into a summary assessment
- Summary assessment goes back to Panel and a further decision is made whether to proceed with EHC planning.

Planning (Must be completed by Week 18)

- EHC caseworker drafts an EHC plan
- EHC plan is sent to parents/carers to comment on and request an educational institution, LA then consults stated institution, who then have 15 days to reply.
- EHC plan is sent to professionals' days before Panel to review.

Sign Off – Final (20 weeks)

- Plan signed off at Panel and issued to parent/carer or young person.

Where can I get further information, advice and support?

- Bradford's SEN Team – 01274 435750 SEN@bradford.gov.uk
- Information Advice and Support Service (SENDIASS) – 01274 513300
- Other Organisations – PFBA, AWARE
- [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/275104/R326B_EHC_planning_pathway - FINAL.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/275104/R326B_EHC_planning_pathway_-_FINAL.pdf)
- A more detailed Timeline may be found on the IPSEA website here: <https://www.ipsea.org.uk/Handlers/Download.ashx?IDMF=25bfc071-444f-41c4-bbce-0c050441328f>