



HELP AND
INFORMATION
FOR FAMILIES
WITH SPECIAL
NEEDS AND
DISABILITIES
BRADFORD AND DISTRICT
LOCAL OFFER

LO

EHCA Process



City of
BRADFORD
METROPOLITAN DISTRICT COUNCIL



NHS
Bradford District
and Craven
Clinical Commissioning Group

A One Minute Guide

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

SEND Information Advice & Support Service ([SENDIAS](#)) – 01274 513300

Other organisations – [PFBA](#) - [AWARE](#)

[The Education, Health and Care \(EHC\) Planning Pathway for families that are new to the SEN system](#)
[IPSEA Timeline for EHC needs assessment to an EHC plan](#)