Statutory timescales for EHC needs assessment and EHC plan development

At every stage, child and their parent (or young person) is involved fully. Their views and wishes taken into account.

Following consultation with the parent(s)/young person the draft plan is issued. (LA notifies governing body, principal or proprietor of the educational institution and should also seek agreement on provision of personal budget for a maximum of 6 weeks.)

LA decides whether an EHC plan is needed

Yes

LA drafts plan and sends it to parents/young person

Parents/young person has 15 calendar days to comment and express a preference for an educational institution and should also seek agreement on a personal budget within a maximum of 6 weeks

LA notifies parents/young person of decision within a maximum of 6 weeks of request for assessment

Request for assessment/child or young person brought to local authority's (LA) attention

No

Conduct EHC needs assessment

LA notifies parent/young person of decision and right to appeal

No

Maximun time for whole process is to be completed is 20 weeks.

Ongoing LA

Gathering of information - where an LA requests a copy of a body in operation of the education, health and care plan

Securing information and advice

Must comply with the body