

SECTION 7 - EHC NEEDS ASSESSMENTS AND PLAN

New request for Education, Health and Care Needs Assessments Version 1.1 (August 2016)

The purpose of this document is to outline the key steps involved in the EHC needs assessment process, categorised in to the responsibilities of the Parent(s) / young person, the professionals involved in supporting the child / young person and the Statutory Assessment and Monitoring Service (SAMS) of Peterborough City Council.

In line with our approach to all aspects of the SEND reforms, we aim to ensure that the child or young person and the parents/carers are at the centre of all assessments of their Education Health and Care (EHC) needs.

Guidance on whether an EHC needs assessment is required is available from the Local Offer website (www.peterborough.gov.uk/localoffer) and included in later sections of this Information Manual.

The vast majority of children and young people should have their needs met through quality teaching and resources available in education settings without the LA needing to make a statutory assessment. However, a small number of children and young people may require an Education Health Care (EHC) Needs Assessment in order for the Local Authority to decide whether it is necessary for it to make provision in accordance with an Education Health Care Plan (see 'Special Educational Needs Code of Practice' Chapter 9). This will apply only to the very small percentage of children (generally considered to comprise less than 2% of the population nationally) whose needs are severe, complex and long-term and for whom intensive intervention within the school's 'Local Offer' / SEN Information Report may not be sufficient to enable the child to make the progress that would reasonably be expected.

Please note that at the top of some pages is the scenario of a possible outcome of a decision by the SEN Panel or education placement.

Here is a checklist of actions / responsibilities involved in the New Request of an EHC Needs Assessment.

Time frame	Parent(s) / Young person	Professionals who support the child / young person	Statutory Assessment and Monitoring Service (SAMS)
	<ul style="list-style-type: none"> Submit a request for EHC Needs Assessment form to SENteam@peterborough.gov.uk or by submitting in a paper form to Statutory Assessment and Monitoring (SEN), third floor, Bayard Place, Broadway, Peterborough, PE1 1FZ. <i>(Can be a parent, young person or professional who works with the child/ young person)</i> 	<ul style="list-style-type: none"> Submit a request for EHC Needs Assessment form to SENteam@peterborough.gov.uk or by submitting in a paper form to Statutory Assessment and Monitoring (SEN), third floor, Bayard Place, Broadway, Peterborough, PE1 1FZ. <i>(Can be a parent, young person or professional who works with the child/ young person)</i> 	
<p>Within 24 hours of receiving request</p>			<ul style="list-style-type: none"> Receive request and check consent for assessment has been given by parents/carers (if child) or the young person. If consent for assessment is not given, return the form to the sender with a letter explaining why. If consent for assessment has been given, allocate to an SEN Officer. Create the account on the SAMS system. Send an acknowledgement letter to the requestor and letters to statutory agencies notifying them of the request for an EHC Needs Assessment.
	<ul style="list-style-type: none"> Send any additional information to SAMS by requested date (included in letter) 	<ul style="list-style-type: none"> Send any additional information to SAMS by requested date (included in letter) 	<ul style="list-style-type: none"> Receive responses from parents/carers Allocate the case to a SEN Panel meeting, preparing relevant Panel front sheets and updating SAMS system.
<p>6 weeks after request received</p>	<p>SEN Panel Meeting</p>		



If declined an EHC Needs Assessment by SEN Panel:

Time frame	Parent(s) / Young person	Professionals who support the child / young person	Statutory Assessment and Monitoring Service (SAMS)
<p>Within 48 hours of SEN Panel meeting</p>			<ul style="list-style-type: none"> ○ SEN Officer phones the requestor to inform and explain the decision of SEN Panel. ○ SAMS sends a formal letter to the requestor of the needs assessment and all involved professionals informing / explaining the decision of the SEN Panel, including a paragraph written by the SEN Officer and information on the right of appeal. ○ Case is closed on SAMS system. ○ Master copies of paperwork stored in reference box.
	<ul style="list-style-type: none"> ○ Receive phone call and letter from SEN Officer informing/explaining the decision of the SEN Panel, and the requestor's right of appeal. ○ For information on appeals please see guidance notes later in the SEND Information Manual. 		



If approved for an EHC Needs Assessment at SEN Panel:

Time frame	Parent(s) / Young person	Professionals who support the child / young person	Statutory Assessment and Monitoring Service (SAMS)
Within 48 hours of SEN Panel meeting	<ul style="list-style-type: none"> ○ Receive phonecall and help find date/time of Planning Meeting 		<ul style="list-style-type: none"> ○ SEN Officer phones the requestor to inform them of the decision of the SEN Panel and arrange a date/time/venue for a planning meeting. ○ SAMS send a formal letter including the date/time/venue of the planning meeting to the requestor, education setting and other professional agencies.
By two weeks before the Planning Meeting	<ul style="list-style-type: none"> ○ Provide any additional information they would like or have been suggested to be considered in the EHC Needs Assessment. 	<ul style="list-style-type: none"> ○ Provide any additional advice/information they would like or have been suggested to be considered in the EHC Needs Assessment. 	<ul style="list-style-type: none"> ○ Receive new advice /information (making sure to pass to SEN Officer)
PLANNING MEETING	<ul style="list-style-type: none"> ○ Attend and contribute to Planning Meeting. 	<ul style="list-style-type: none"> ○ If appropriate and/or unable to provide advice/information, attend and contribute to Planning Meeting. 	<ul style="list-style-type: none"> ○ SEN Officer to facilitate Planning Meeting
Within 2 weeks after Planning Meeting.			<ul style="list-style-type: none"> ○ SEN Officer writes a draft EHC Plan or feedback notes. ○ SAMS send the draft EHC Plan or written feedback (and appendices) to parents/carers or young person.
Within 15 calendar days of the date of the letter.	<ul style="list-style-type: none"> ○ Read and check the draft EHC Plan / written feedback. ○ Complete any response form included with the draft EHCP / written feedback. 		<ul style="list-style-type: none"> ○ Receive response from parent/carers / young person.



If the parent/carers/young person has not requested a change in education placement:

Time frame	Parent(s) / Young person	Current education placement (nursery, school, college, etc.)	Statutory Assessment and Monitoring Service (SAMS)
			<ul style="list-style-type: none"> ○ SAMS sends a consultation letter including the Draft EHC Plan and appendices, to the governing body of the current educational placement.
Within 15 calendar days of the date of the letter		<ul style="list-style-type: none"> ○ Consider if the education placement can meet the needs of the child/young person ○ Respond to the SAMS. 	<ul style="list-style-type: none"> ○ Receive response from education placement.

If approved by current education placement:

Time frame	Parent(s) / Young person	Current education placement (nursery, school, college, etc.)	Statutory Assessment and Monitoring Service (SAMS)
Within 1 week			<ul style="list-style-type: none"> ○ Finalise the EHC Plan ○ Send finalised EHC plan and all appendices to parents/carers/young person and all involved professionals. ○ Close the case on SAMS system

If not approved by current education placement:

Time frame	Parent(s) / Young person	Current education placement (nursery, school, college, etc.)	Statutory Assessment and Monitoring Service (SAMS)
Within 48 hours			<ul style="list-style-type: none"> ○ Inform parents/carers/young person ○ Send consultation letter including the Draft EHC Plan and appendices, to second choice of education placement.

If the requested education placement declines the request, the SEN Officer and colleagues will work to secure the most appropriate education placement possible.



If the parent/carers/young person has not requested a change in education placement:

Time frame	Parent(s) / Young person	Education placements (nursery, school, college, etc.)	Statutory Assessment and Monitoring Service (SAMS)
			<ul style="list-style-type: none"> ○ SAMS sends a consultation letter including the Draft EHC Plan and appendices, to the governing body of the current and requested educational placements.
Within 15 calendar days of the date of the letter		<ul style="list-style-type: none"> ○ Consider if the education placement can meet the needs of the child/young person ○ Respond to the SAMS. 	<ul style="list-style-type: none"> ○ Receive response from education placement.

If one or both education placements approve the request:

Time frame	Parent(s) / Young person	Current education placement (nursery, school, college, etc.)	Statutory Assessment and Monitoring Service (SAMS)
			<ul style="list-style-type: none"> ○ Finalise the EHC Plan with parental / young person's preference. ○ Send finalised EHC plan and all appendices to parents/carers/young person and all involved professionals. ○ Close the case on SAMS system

If both education placements decline the request, the SEN Officer and colleagues will work to secure the most appropriate education placement possible.



If the parent/carers/young person has requested a specialist education placement:

Time frame	Parent(s) / Young person	Education placements (nursery, school, college, etc.)	Statutory Assessment and Monitoring Service (SAMS)
Within 48 hours			o Allocate case to SEN Panel.
SEN Panel (With SEN Officer attending)			

If specialist education placement is approved at SEN Panel:

Time frame	Parent(s) / Young person	Education placements (nursery, school, college, etc.)	Statutory Assessment and Monitoring Service (SAMS)
Within 48 hours			o SEN Officer phones requestor to inform them of the decision o Send consultation letter including the Draft EHC Plan and appendices, to requested education placement
Within 15 calendar days of the date of the letter		o Consider if the education placement can meet the needs of the child/young person o Respond to the SAMS.	o Receive response from education placement.
If requested placement is approved			o Finalise the EHC Plan and send to the parent/carers/young person and other professionals involved. o Close the case on SAMS system.

If the requested education placement declines the request, the SEN Officer and colleagues will work to secure the most appropriate education placement possible.



If approved specialist education placement is declined at SEN Panel:

Time frame	Parent(s) / Young person	Education placements (nursery, school, college, etc.)	Statutory Assessment and Monitoring Service (SAMS)
			<ul style="list-style-type: none"> ○ SEN Officer phones requestor to inform them of the decision ○ Send consultation letter to current or alternative education placement
<p>Within 15 calendar days of the date of the letter</p>		<ul style="list-style-type: none"> ○ Consider if the education placement can meet the needs of the child/young person ○ Respond to the SAMS. 	<ul style="list-style-type: none"> ○ Receive response from education placement.
<p>If requested placement is approved</p>			<ul style="list-style-type: none"> ○ Finalise the EHC Plan and send to the parent/carers/young person and other professionals involved. ○ Close the case on SAMS system.

If the requested education placement declines the request, the SEN Officer and colleagues will work to secure the most appropriate education placement possible.

