















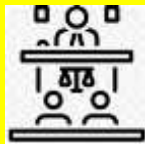










Before a request is sent for appraisal	Week 1 An EHCP assessment request from a school -	Week 1 An EHCP assessment request from a parent	By Week 6 Decision One – Is an assessment required?	Weeks 6 to 12 Advice from professionals	Weeks 12 – 16 Decision Two- Is a plan required?	Weeks 16 - 20 Resource allocation/Draft	Week 20 Issue Plan	Yearly Annual Review
<p>Parents or school have concerns about a child and identify SEND support is needed. Communication is key.</p>  <p>Schools will then gather evidence through – plan, do review - interventions to identify needs.</p>  <p>Schools must try different interventions to see what will work.</p>  <p>If your child makes good progress through these interventions, then an EHCP might not be needed.</p> 	<p>SENDCo collates the evidence gathered and inputs the details onto the EHCP application.</p>  <p>Form K3 – Parent signs to say they are happy for the school to submit an application.</p>  <p>Request is received from school and a case worker is allocated.</p> 	<p>Request is received from Parent and a case worker is allocated.</p>  <p>Parents should give supporting evidence to say why they think their child should be assessed for an EHCP. You can get help for this from the school or SENDIASS. <a href="#">Hampshire SENDIASS   Impartial SEND Advice &amp; Support</a></p> <p>Link to application for parents to use: <a href="#">EHC assessment checklist for parents and carers   Children and Families   Hampshire County Council (hants.gov.uk)</a> (You will need agreement and evidence from the school to support your application as part of this process)</p>	<p>Initial evidence is gathered to decide if your child may need the support of an EHCP.</p>  <p>A decision is made by a panel to proceed or not with the application for assessment.</p>  <p>If the decision is no, parents will be informed.</p>  <p>Parents do have the right of appeal if their request is not accepted.</p> <p>The school will continue to work with you to meet the needs of your child. Additional information may be gathered over time.</p> <p>If an EHCP is rejected for an assessment then a parent can re-apply at any point. For re-applications, the 20-week timeline starts again.</p>	<p>If the decision is made to assess, the Local authority gathers information from different professionals to inform the decision-making process.</p> 	<p>After information is gathered a panel of professionals then decide on whether to create an EHCP.</p>  <p>If the panel agree to an EHCP then a draft will be prepared.</p>   <p>If the decision is no, parents will be informed along with their right to appeal the decision.</p>   <p>Parents must wait 6 months before reapplying.</p>	<p>Draft copy of EHCP is sent to parents.</p>  <p>Parents are offered a meeting with the SEN team to discuss the draft EHCP.</p>  <p>Parents have 15 days to comment, express a preference for a school and seek agreement of a personal budget.</p>  <p>Following the consultation with parents the draft EHCP is amended where needed and issued.</p>  <p>Local authority must consult the governing body or the headteacher of the school.</p>  <p>The school has 15 days to respond.</p>	<p>Final EHCP is issued by the local authority.</p>  <p>The school will meet with you to discuss how your child's needs will be met by the plan.</p> <p>Named schools may be recommended but these must have places for your child to be placed in them. Special school places are not always available and may not be the best provision to meet the needs of your child.</p> <p>A mainstream school may be named initially, and a specialist placement identified later when a space becomes available, if that is what your child needs. The named school has 3 weeks to respond to the draft.</p> <p>Parents have the right of appeal if they think the decision is wrong.</p>	<p>The annual review process continues for the life of the EHCP or until your child turns 25.</p>  <p>If your child is in Year R then the plan is reviewed twice a year.</p>  <p>If your child's needs change, the annual review can be brought forward by professionals and your child's EHCP amended.</p>