

Children & Young people with SEND & their parents can access Information Advice & Support through Solihull SENDIAS or Independent Support prior to starting & throughout the EHC assessment process by calling **0121 516 5173** or via email solihullsendias@family-action.org.uk

An EHC Assessment can be requested by:
Parent, young person, school or person acting on behalf of the school

Where, despite the school having taken relevant and purposeful action to identify, assess and meet the SEN of the child or young person, the child or young person has not made expected progress, the school or parents should consider requesting an Education, Health and Care (EHC) needs assessment.

Contact the Local Authority (LA) SEN department and request in writing that they start the SEND Statutory Assessment process.

During the next six weeks the LA should gather school reports, old IEPs/ documentation from the Assess/Plan/Do/Review process, any other reports such as Speech & Language/Educational Psychology/Occupational Therapy etc.
You may wish, if you are able, to gather together all the reports & information yourself to ensure everything is considered

Another part of this stage is to collect the child or young person's views & the family's story. This includes difficulties which impact upon whole family & the support which already is in place. It should also include their strengths & health/medical and social needs.

NO

The LA decide whether or not to conduct an Assessment of SEND.

If you are not satisfied with the LA decision you can use disagreement resolutions and/or seek mediation and/or appeal to the SEND Tribunal regarding 'refusal to assess'.

You have two months after the LA decision to appeal to SEND tribunal. You can register an appeal & take part in mediation at the same time.
Any decision that has no appeal rights can be challenged via judicial review.
Solihull SENDIAS can support you with this

YES

Education, Health and Care (EHC) Needs Assessment process begins.

Solihull SENDIAS

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Education, Health and Care (EHC) Needs Assessment process begins.

The LA may ask professionals to undertake assessments, &/or ask professionals that are already involved, to produce up to date reports as part of the assessment.

The Local Authority decides whether or not to issue an EHC Plan they must inform you of their decision by the 16th week from the original request

NO

YES

If you are not satisfied with LA decision, you can use disagreement resolutions &/or seek mediation &/or appeal to the SEND Tribunal. Solihull SENDIAS can support you at this stage

You have two months after the LA decision to appeal to the SEND tribunal. You can register an appeal & take part in mediation at the same time.

All decisions that have no appeal rights can be challenged through judicial review. Solihull SENDIAS can support you with these processes.

A draft plan is issued to parents, young people & current school.

When you receive the Draft Plan, you have 15 days to check through it to ensure all needs & provision have been included & if necessary suggest amendments. At this point you will be asked to name your school or college preference.

Parents &/or Young People can contact Solihull SENDIAS for advice & support in checking the draft EHC plan.

A meeting can be arranged with the SEN Officer from the LA to discuss the provision that is identified in the Draft EHC plan.

If you disagree with the draft plan, you must contact the SEN Officer & let them know, this will enable you to extend the 15 day period.

15
days

You can access disagreement resolutions.

You must send the Confirmation Slip or the amended Draft Plan with named school back to the LA

LA must issue The Final EHC Plan within 20 weeks from request.

If the Draft Plan is amended you will receive an amended Draft, which needs to be checked again and agreed within 15 days from receipt.