

Children & Young people with SEND
& their parents can access Information Advice & Support
from Solihull SENDIAS 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.

Support from Solihull SENDIAS can be arranged by contacting Solihull SENDIAS on **0121 516 5173** or emailing solihullsendias@family-action.org.uk

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

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

YES



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.

**15
days**


You can access disagreement resolution.

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.

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.

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

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

 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.