

# At a Glance: Education, Health & Care Needs Assessments – Suffolk Process

20 Weeks

Requesting  
EHC Needs  
Assessment

## Who can request an Education, Health & Care needs assessment (EHCNA)?

- The child's parents/carers, the young person (16-25), or Educational Setting.
- Anyone else can bring a child/young person to the attention of SCC SEND Family Services.

## How?

- Using the online portal: [Education Health and Care Portal](#). (Recommended method, so parents and young people can monitor progress of request and securely message Family Services).
- Email, phone or write to SEND Family Services (details in above link).

Initial  
Information  
Gathering

## SEND Family Services EHCNA Request Team:

- Asks for further information from educational settings, parents/carers and young people (if not already received).
- Alerts health and social care services, asks for relevant information/reports.

Decision:  
Assess?

## Within 6 weeks following request:

- Multi-agency EHCNA Panel reviews the request and additional information/reports and decides whether to proceed with the assessment (according to the legal thresholds), or signpost to other available SEND support.
- Decision shared with family.

Advice  
Gathering

## If it is agreed to continue with an EHC needs assessment:

- A SCC SEND Assessment caseworker is assigned.
- Advice and information is requested from the parents and/or young person, educational setting, health care professionals, social care, an educational psychologist, and anyone else requested by the parent or young person (where reasonable).

Decision: Plan  
Needed?

## After receiving requested advice and information:

- Caseworker considers all advice, reports and views, and creates needs assessment report.
- Multi-agency Panel reviews needs assessment report & supporting docs, and decides if EHC plan is needed, according to legal threshold.
- Parents/young person must be notified by SCC SEND Family Services that an EHCP is not needed within 16 weeks of the request being made.

Draft EHC Plan

## If it is agreed that EHC plan is needed:

- The child and parents or young person will be consulted throughout the process of assessment and production of an EHC plan. They have a right to a coproduction meeting.
- Caseworker creates draft EHC plan & sends to family.
- The family have at least 15 days to give views and make representations on the content and indicate their preference for a school/college or type.

## SEND Family Services then:

- Considers comments made and determine if these should be reflected in the draft plan.
- Consults with education settings for parent/young person preference and other suitable settings identified by SCC (if appropriate) and carefully considers any response from the setting(s) before deciding whether to name it in the plan.

Final EHC Plan

## Within 20 weeks of request being made:

- The placement (nursery, school, college or other provider) is decided.
- Draft plan is finalised, including naming the decided placement, and EHCP is issued to parents/young person and named placement.
- Handover to Locality Review Team (Family Services Area Team)