

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 Family Services 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?

Within 16 weeks following request:

- Caseworker considers all advice, reports and views, and creates needs assessment report.
- Multi-agency Panel reviews needs assessment report and supporting documents and decides if EHC plan is needed, according to legal threshold.
- Parents/young person must be notified of the decision by week 17.

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.
- Family has 15 days to comment on the draft EHC plan and indicate their preference for a school/college or type of school/college

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 school / college is agreed and named in the EHC plan
- Draft plan is finalised and shared with parents / young person and named school / college.