



Request for assessment/child or young person brought to local authority's (LA's) attention

Yes **LA decides whether to conduct EHC needs assessment** No

LA notifies parent/young person of decision **within a maximum of 6 weeks from request for assessment**

LA notifies parents/young person of decision and right to appeal **within a maximum of 6 weeks from request for assessment**

LA gathers information for EHC assessment

Yes **LA decides whether an EHC plan is needed** No

LA drafts plan and sends it to parents/young person

LA notifies parents/young person of decision and right to appeal **within a maximum of 16 weeks from request for assessment**

Parents/young person has **15 calendar days** to comment/express a preference for an educational institution and should also seek agreement of a personal budget

On-going LA information gathering – where an LA requests co-operation of a body in securing information and advice, the body must comply **within 6 weeks**

LA must consult governing body, principal or proprietor of the educational institution before naming them in the EHC plan. The institution should respond within **15 calendar days**

Following consultation with the parent/young person, the draft plan is amended where needed and issued. (LA notifies parent/young person of rights to appeal.)

At every stage, child and their parent and/or young person is involved fully, their views and wishes taken into account

Maximum time for whole process to be completed is 20 weeks