

Education, Health and Care (EHC) Needs Assessment and Plan: Timeline

Whole process to be completed in 20 weeks

Deciding whether to assess					Assessment & evidence gathering										Parent/ young person input (15 calendar days)		School/ College input (15 calendar days)					
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20			
Child's parents or young person need to be consulted					Latest that Local Authority can inform parent or young person of decision												Latest Local Authority can issue a draft plan.		Parent or young person: Can comment Can request a particular school or college to be named in a plan		Consultation with school or college about being named in the plan	
					Right to appeal decision												Latest Local Authority can inform parent or young person if they do not intend to issue plan					

Plan must be finalised and sent by the end of week 20, including the right of appeal.