Week 6: latest LA can Week 16: latest LA Week 16: latest LA can inform you of Week 20: plan Week1: request inform you of decision to decision whether to issue a plan and must be finalised received by Local should Issue a draft carry out an EHC needs reasons for the decision and sent Authority assessment Deciding whether to assess Assessment and evidence gathering 15 17 19 10 11 12 13 14 16 18 20 MUST arrange assessment if: LA must consider: 15 calendar 15 calendar If current provision from education setting is appropriate days days Child/ young person has or may Consultation If child/ young person is progressing significantly with current You can have special educational needs with school provision comment about being and/or And It MAY be necessary to secure If further provision can be provided by resources available in a named in plan special education provision with request a mainstream school. school to be an EHCP Advice from professionals named. Regarding a Young Person-does it take a them more time to complete education/ training than their peers

Week 1	Week 6	Week 16	Week 18	Week 20
Date:	Date:	Date:	Date:	Date:

Reasons not to keep to timescales

- If appointments are missed by parent/young person
- If you are absent from the area for 4 weeks and over
- Due to exceptional personal circumstances



If an EHC needs assessment or an EHC Plan is refused, parents/young people can:

- Contact the Local Authority to discuss decision
- Request a meeting with school/ college to explore provision available through their resources.
- Appeal to SEN tribunal
- Contact IASS for advice and support