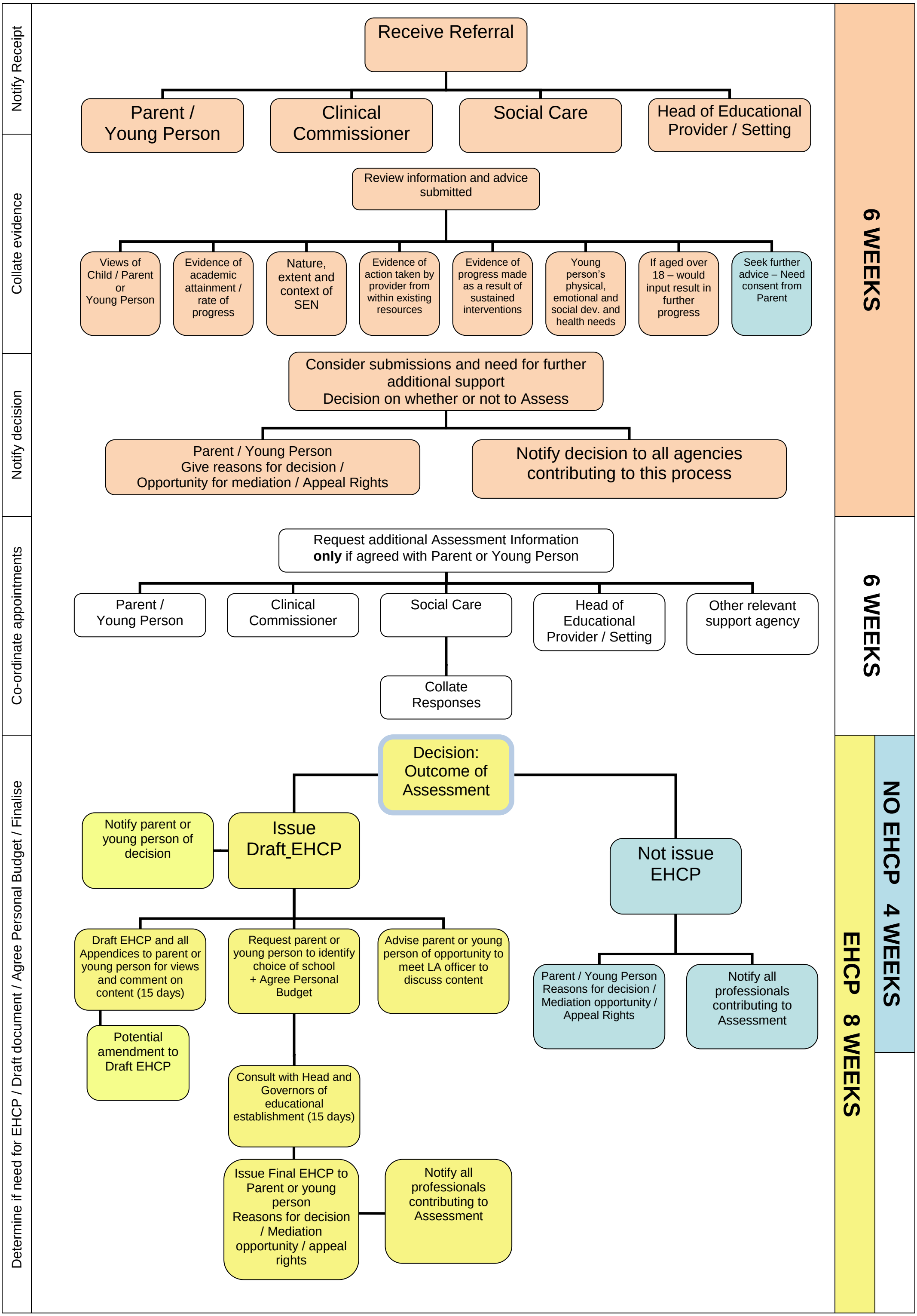
Notify Receipt
Collate evidence
Notify decision
Co-ordinate appointments
Determine if need for EHCP / Draft document / Agree Personal Budget / Finalise
Receive Referral
Parent / Young Person
Clinical Commissioner
Social Care
Head of Educational Provider / Setting
Review information and advice submitted
Views of Child / Parent or Young Person
Evidence of academic attainment / rate of progress
Nature, extent and context of SEN
Evidence of action taken by provider from within existing resources
Evidence of progress made as a result of sustained interventions
Young person's physical, emotional and social dev. and health needs
If aged over 18 – would input result in further progress
Seek further advice – Need consent from Parent
Consider submissions and need for further additional support
Decision on whether or not to Assess
Parent / Young Person
Give reasons for decision /
Opportunity for mediation / Appeal Rights
Notify decision to all agencies contributing to this process
Request additional Assessment Information
only if agreed with Parent or Young Person
Parent / Young Person
Clinical Commissioner
Social Care
Head of Educational Provider / Setting
Other relevant support agency
Collate Responses
Decision: Outcome of Assessment
Notify parent or young person of decision
Issue Draft_EHCP
Not issue EHCP
Draft EHCP and all Appendices to parent or young person for views and comment on content (15 days)
Request parent or young person to identify choice of school + Agree Personal Budget
Advise parent or young person of opportunity to meet LA officer to discuss content
Potential amendment to Draft EHCP
Consult with Head and Governors of educational establishment (15 days)
Issue Final EHCP to Parent or young person
Reasons for decision / Mediation opportunity / appeal rights
Notify all professionals contributing to Assessment
Parent / Young Person
Reasons for decision / Mediation opportunity / Appeal Rights
Notify all professionals contributing to Assessment
6 WEEKS
6 WEEKS
NO EHCP 4 WEEKS
EHCP 8 WEEKS