



The EHCP Assessment Process:

Step-by-Step Timeline

Week 0: Making Your Request

You have the legal right to request an EHCP assessment. While schools/nurseries, other people involved with your child can request an EHCP, it's recommended that parents make the request themselves so you know the exact start date.

How to apply:

- Check your LA's Local Offer website for specific forms and where to send your request
- Write to your Local Authority's Director of Children's Services and keep a copy
- Send as much information, reports etc. as possible
- You may wish to create your own paperwork to add in such as a weekly diary, list of appointments for a month or a 'day in the life of' description of everything you help your child with every day.

Week 1: Acknowledgment

You should receive acknowledgment within a couple of weeks. If not, follow up to ensure your request was received.

Week 6: Decision Point

By week 6, the LA must decide whether to proceed with a full assessment. This is based on initial information gathered from professionals and your child's nursery or school.

What to do at Week 6:

- Email the LA with contact details for all involved professionals
- Submit any recent reports you have
- Request that information is sought from all relevant professionals
- Mention any outstanding referrals

Week 6 - 12: The Assessment Phase

Parents' contribution: You'll be asked to complete Section A of the EHCP, which covers your family's views and your child's aspirations.

Key tips for your contribution:

- Don't be restricted by form boxes – write fully
- Include family setup and important relationships
- Describe your child's strengths and interests
- Detail areas of concern or difficulty
- Include information about feeding, sleeping, mobility, safety, and toileting

Add long-term aspirations such as:

- Being educated to the highest level possible
- Having meaningful employment
- Living independently
- Managing money
- Being part of a community
- Having friends and relationships
- Traveling and participating in activities

These are arguably the most important part of the EHCP as these are where the EHCP is trying to ultimately get your child to.

Week 12 - 13: Professional Reports Due

All professional reports must be submitted within 6 weeks of the assessment request.

Week 14: Draft EHCP

You should receive the draft EHCP if the LA agrees to issue a plan. All professional reports should be included – check carefully and chase any missing reports.

Week 16: Final Decision

The LA must inform you if they're not issuing a plan by week 16.

Responding to your draft EHCP

When you receive the draft EHCP, you have 15 days to respond. This is crucial – make note of the date and keep the envelope with the postmark.

Your rights during this period:

- Request changes to the draft EHCP
- Ask for a meeting with the LA (they must make officers available)
- Express your school preference
- Request a personal budget

Template response to secure your rights (must be sent in the 15 day draft period):

Dear Case Officer,

Thank you for sending the draft EHCP for my child [Name, DOB].

I am seeking advice and will be making parental representations shortly.

I would like:

- 1. For the local authority not to finalize the EHCP on Day 15 pending my parental representations, in line with SEND Code of Practice 9.77.*
- 2. To request a meeting with the local authority to discuss the proposed changes.*

Please let me know your available dates after the 15-day period.

*Yours faithfully,
[Your name]*