

EHC Needs Assessment Tracker

WEEK	DESCRIPTION	DATE DUE	COMPLETED
0	EHCNA request made. LA is now responsible.		
1	Confirmation receipt from LA.		
1-5	Initial information is gathered from professionals.		
6	Confirmation that the EHCNA will be started.		
6-7	Parents can request the LA to seek specific advice or information if required.		
6-12	Advice and information is obtained from parents. This may be done as a co-production meeting to write Section A.		
12-13	All professional reports must be completed.		
14	A draft EHCP should have been sent out to parents if the LA agree to issue an EHCP. Reports should all be included.		
16	If the LA decides to refuse to issue a plan then you will be told now.		
From the date on the draft EHCP	Parents have AT LEAST 15 days from the date of the draft EHCP to make their representations to the LA. We advise telling the LA you need longer, and not to finalise on Day 15 pending your representations. Book your draft check now.		
From the date on the draft EHCP	At the same time, WITHIN the 15 days, parents can request a meeting with the LA to discuss their representations. We suggest you book a meeting in for approx 2 weeks hence. You can always cancel		
From the date on the draft EHCP	Have you given your school choices to the LA? You have 15 days from the draft date to do so.		
16	The LA will send out consultation paperwork to school. The schools have 15 days to respond.		
18	Check that the consultations are back. Ask for a copy of them.		
20	The EHCP will be finalised. You will receive a copy (no reports). Check the provision in Section 1 is correct.		