

EDUCATION, HEALTH AND CARE NEEDS ASSESSMENT

(Week 5 -15)

What is an EHC needs assessment?

- An EHC needs assessment is a formal investigation to gather evidence about your child / young person's education, health & care needs. Professionals already involved with your child / young person will be asked to provide an up-to-date report which may mean your child / young person will be further assessed.
- This assessment should be completed within 20 weeks of the request being received. See attached timeline.

What the SEN team are doing now?

- The SEN team will now be writing to request an up-to-date report from all of the professionals currently involved with your child/ young person.
- Professionals have 6 weeks to provide their report to the SEN team.
- The Assessment Co-ordinator allocated to your child / young person will contact you to introduce themselves, discuss the process and answer any questions that you have.
- In 6 weeks' time, we will send you a copy of all the reports received and further confirm the details for the Co-Production meeting.

The Co-Production Meeting

- The Co-production meeting will be approximately 1-2 hours long and are usually held at the educational setting.
- All the professionals who have contributed to the assessment will have been invited to the meeting.
- The Assessment Co-ordinator will circulate the 1st draft of the EHC Plan at the meeting.
- Everyone at the meeting will focus on the outcomes that we want for the child / young person. Outcomes are 'targets' that should be meaningful for the child/young person and



related to their educational needs. They should be easily measured and be achievable within a certain timeframe, generally by the end of their phase or stage of education.

- Yours and your child's/ young person's views will be important, however if you feel that you may need support in this meeting to be able to express your view, support is available from the Portsmouth SEND Information, Advice and Support Service.
- At this stage, it is not yet agreed that an EHC Plan will be issued and this will be explained at the meeting. The 1st draft of the EHC Plan is also subject to change at this stage.

What do you need to do now?

- We now need your views about your child's / young person's special educational needs. Enclosed is the 'Our Views for the EHC Needs Assessment' form. This form can also be downloaded from the Local Offer website:
<http://www.portsmouthlocaloffer.org/local-offer-search/item/251>
- If you require support completing this form, the Portsmouth SEND Information, Advice and Support Service will be able to help with this.
- It will be important to attend the Co-production meeting. If you have a difficulty with the date / time set, please contact the caseworker whose details are on the top of the accompanying letter or speak to your assessment co-ordinator.

What will happen next?

- After the Co-production meeting, your assessment co-ordinator will complete the draft EHC Plan that will then be checked by a senior member of the SEN team and a decision made regarding whether an EHC Plan is issued.
- It may be necessary for the SEN team to present your child / young person's case to the Inclusion Support Panel for advice regarding issuing an EHC Plan.
- Once a decision has been made, the SEN team will write to you with this decision.
- If Portsmouth City Council have agreed to issue a draft EHC Plan, this will be sent to you. The accompanying letter will explain what you will need to do next.
- If Portsmouth City Council does not agree to issue a draft EHC Plan, then a 'Summary of Assessment' document will be produced. The accompanying letter will explain why the



decision was made to not issue a draft EHC Plan and let you know what options are available to you.

The Inclusion Support Panel (ISP)

- ISP is an advisory group that helps Portsmouth City Council make decisions about special educational needs and disabilities. The panel consists of trained parents; Headteachers and Special Educational Needs Co-ordinators from across a range of schools in Portsmouth; Local authority officers including Educational Psychologists, Special Educational Needs Team Leaders and Advisers, Social Workers and a Health Authority representative. . Parents and Young People can observe the ISP. You will need to contact the SEN team to discuss attendance. ISP is held weekly during term-time on Wednesday mornings.

Useful contacts:

- Council for Disabled Children: www.councilfordisabledchildren.org.uk
- Portsmouth SEND Information, Advice and Support - free, independent and impartial support for parents, carers and young people: www.portsmouthsendiass.info
- Portsmouth Local Offer: www.portsmouthlocaloffer.org.uk
- Department of Education: www.gov.uk/government/organisations/department-for-education
- Portsmouth City Council - Inclusion Service, SEN Team: 02392 841238



