

EDUCATION, HEALTH AND CARE NEEDS ASSESSMENT

REQUEST RECEIVED (Week 1 - 4)

What is an Education, Health and Care Plan?

- The Education, Health and Care (EHC) Plan is a legal document for children and young people with special educational needs.
- An EHC Plan can only be issued after a child or young person has gone through the process of EHC needs assessment. At the end of that process, the local authority will make a decision, either to issue an EHC Plan or not.

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 and 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.

What the SEN team are doing now?

- If the request has not been made by the school or education setting, the SEN Team will now be contacting them to ask for the relevant information that they have regarding your child / young person's special educational needs, progress, current level of support and any other relevant information.
- We will also contact other education, health and care professionals (some might have already been involved with you) and ask them to tell us all about your child / young person and what support they have given up to now.
- You should be informed of Portsmouth City Council's decision regarding whether to carry out an EHC needs assessment or not within 4 weeks of the receipt of the request. Portsmouth City Council is allowed to take up to 6 weeks to make this decision and there are occasions when this is necessary. You will be informed if we are not able to make a decision in 4 weeks. Your child / young person's case will be considered at either a meeting of the SEN Managers or to the Inclusion Support Panel for their recommendation regarding the request.

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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 and Disability Advisers and a Health Authority representative. Parents and Young People can observe the ISP. You will need to contact the SEN team to discuss attendance. There is a virtual meeting of ISP weekly during term-time on Wednesday mornings.

What do you need to do now?

- Share any reports you already have about your child / young person with the SEN team.
- If you need help with this, you can contact the Information, Advice and Support Service - this service is independent of Portsmouth City Council (see the leaflet "Portsmouth SEND Information, Advice and Support Service").

What will happen next?

- Once a decision has been made, the SEN team will write to you with this decision.
- If Portsmouth City Council have agreed to carry out the EHC needs assessment, the SEN team will allocate you an Assessment Co-ordinator. You might already know this professional if they have supported you or your child/young person before. The Assessment Co-ordinator will help you all the way through the EHC needs assessment. You will also receive further information about the process.
- If Portsmouth City Council does not go ahead with the EHC needs assessment the SEN team will explain the decision and let you know what options are available to you.

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 for Education: www.gov.uk/government/organisations/department-for-education
- Portsmouth City Council - Inclusion Service, SEN Team: 02392 841238

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