EDUCATION, HEALTH AND CARE NEEDS ASSESSMENT

(Week 6 -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 contacting all the professionals currently involved with your child/ young person to request an up-to-date report.
- Professionals have 6 weeks to provide their report to the SEN team.
- Once all the reports are received, we will be drafting the Education, Health and Care Plan which will include a summary of your child / young person's contribution and your views.

What 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: www.Portsmouthlocaloffer.org (Document Hub > EHC Needs Assessment Documents and Guidance)
- If you require support completing this form, the Portsmouth SEND Information, Advice and Support Service will be able to help with this.

What will happen next?

- The SEND Adviser will send the draft EHC Plan to our SEN Management team who will check the draft and consider 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 let you know the decision.
- If Portsmouth City Council have agreed to issue a draft EHC Plan, this will be sent to you with information to explain what you will need to do next.
- If Portsmouth City Council does not agree to issue a draft EHC Plan, we will explain why the decision was made to not issue a draft EHC Plan and let you know what options are available to you. A Summary of Assessment document will be created and shared with your child / young person's school/education setting as it will identify your child / young person's needs and provide valuable information about providing support.

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.

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.barnardossendiass.org.uk/portsmouth-sendiass or 023 9323 3656
- Portsmouth Local Offer: www.portsmouthlocaloffer.org.uk
- Portsmouth City Council - Inclusion Service, SEN Team: sen.education@portsmouthcc.gov.uk or 02392 841238
- Dynamite: the voice for the young people of Portsmouth who have a disability. Email: dynamite@aldingbourne.org telephone: 023 9282 2026
- Preparing for Adulthood: www.ndti.org.uk/search?tag=preparing-for-adulthood NDTi - NDTi

Portsmouth CITY COUNCIL

Week 1

Request received

The SEN team writes to parents / young person to acknowledge that a request for assessment has been received. Letters are also sent to the educational setting and other professionals to ask for existing information to help the Local Authority decide if an assessment is needed.

Week 6

Decision made

The Inclusion Support Panel (ISP) and SEN Managers will consider the request for assessment together with any additional information provided. The SEN team writes to parents to let them know if the EHC needs assessment will be carried out or not.

If the assessment is agreed

Week 6

Week 12

Assessment phase

The SEN team writes to parents to explain the next steps and request their views. Updated or current reports are also requested from professionals already involved. Professionals have 6 weeks to provide their reports.

Week 14

Drafting Education, Health and Care Plan

The SEND Adviser will collate the information and advice received into the draft Education, Health and Care Plan

Week 15

Assessment Outcome / consideration of an EHC Plan

The Draft EHC Plan will be considered by SEN Managers and we may seek advice from the Inclusion Support Panel whether to issue an EHC plan or not.

Week 16

Agreed to issue Draft EHC Plan

The draft EHC Plan will be quality assured and signed by SEN Managers and sent to parents - **this is the opportunity to request any changes and express a preference for a particular educational placement.** The draft EHC Plan will be referred to the preferred school and catchment school or college / training provider.

Draft EHC Plan not agreed

The SEN team will inform you of the decision , produce and send a Summary of Assessment document.

There will be opportunities to discuss

Week 17-19

Educational placement allocated and any necessary changes to EHC Plan made

Week 20

EHC Plan - Finalised & Shared

Final EHC Plan is sent to parents or the young person, the school / education placement and other professionals. This marks the end of the process.

SEND