

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.

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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.portsmouthsendiass.info
- Portsmouth Local Offer: www.portsmouthlocaloffer.org
- Department of Education: www.gov.uk/government/organisations/department-for-education
- Portsmouth City Council - Inclusion Service, SEN Team: 02392 841238



