

Education Health and Care Needs Assessment Timeline	Status	Week	Action	
	Decision to Assess		1	Parents or school request an EHC Needs Assessment
		2	School prepares a one-page profile or 'My Plan'	
		3	Information and reports requested from different support agencies	
		4	Agree to assess meeting	
		5	Decision to assess is YES	Decision to assess is NO
		6	Proceed to next stage	Parents have the right to appeal
Assessment Process		7	Local authority requests more reports and information	
		8		
		9		
		10	EHC Plan assessment meeting	
		11		
		12	Decision to issue EHCP is YES	Decision to issue EHCP is NO
		13	Draft EHCP commences	Parents have the right to appeal
		14	Education Health and Care Plan is drafted	
		15		
		16		
Consultation		17	Draft EHCP is issued to parents. Parents have 15 days to comment and request school to be named	
		18	Consultation with school about being named on draft EHCP. School has 15 days to respond.	
		19		
		20	Final EHCP is issued	Parents have the right to appeal