

Education, Health and Care Needs Assessment Process (EHCNA)

Where, despite the school having taken action to identify, assess and meet the needs of the child or young person, they have not made expected progress, the school, GP or parents should consider requesting an Education, Health and Care Needs Assessment (EHCNA).

Following receipt of the request, the SEND Team will contact the child's parent/ carer or the young person to confirm that it is considering whether an EHCNA is necessary. An EHCP Co-ordinator will be allocated to the request, and they will contact the parent or young person within 6 weeks of receiving the request to advise whether the LA has agreed to proceed with the EHCNA.

To inform their decision the LA will expect to see evidence of the action taken by the setting as part of SEN Support. The LA will consider a wide range of evidence, such as academic attainment and progress, information about the nature, extent and context of the child or young person's SEN, and evidence of physical, emotional and social development and health needs, drawing on relevant evidence from clinicians and other health professionals.

The EHCP Co-ordinator will consider with the child's parent or the young person the range of advice required to enable a full EHCNA to take place. A parent or young person can ask the LA to seek advice from anyone within education, health or social care, if it's a reasonable request. A request would be considered reasonable where a child or young person has been identified as needing an assessment already and they are on a waiting list, or where the school, college or other professionals have said this advice may be needed.

When carrying out an EHCNA, the EHCP Co-ordinator will gather advice from relevant professionals about the child or young person's education, health and care needs, desired outcomes and provision that may be required to meet identified needs and achieve outcomes.

Where the LA agrees to conduct an EHCNA, the EHCP Co-ordinator will have discussions with the child's parents or young person about what the EHCNA process involves and keep them informed as their single point of contact.

If the EHCNA request is not agreed, the child's parent or the young person will be contacted by their EHCP Co-ordinator who will explain the reasons for this decision. The education setting will continue to provide SEN Support and take action to remove barriers to learning and put effective special educational provision in place. There are also services listed on the Local Offer website about available support.

For all assessments, advice and information must be sought from:

- The child's parent or the young person
- Education advice from the setting
- Medical advice from health care professionals with a role in the young person's health
- Educational psychologist
- Social care

Advice and information requested by the LA must be provided within six weeks of the request.

If you are not happy with this outcome, the child's parent or the young person will have the right to appeal this decision. Before lodging an appeal, a Way Forward Meeting can be requested with parent, the setting and EHCP Co-ordinator to discuss the reasons for this decision in more detail and the support already available at the education setting. Mediation will need to be considered before being able to appeal and a mediation meeting can take place.



Once all the advice and information has been received as part of the EHCNA

Following the EHCNA, if the LA decides that an EHC plan is not necessary, the EHCP Co-ordinator will notify the child's parent or the young person, education setting, and the health service and give the reasons for its decision. This must take place within 16 weeks of the initial request.

If you are not happy with this outcome, the child's parents or the young person will have the right to appeal this decision. Before lodging an appeal, a Way Forward Meeting can be requested with parents, the setting and EHCP Co-ordinator to discuss the reasons for this decision in more detail and to confirm the resources available to meet SEN within mainstream education and other support set out in the Local Offer. Mediation will need to be considered before being able to appeal and a mediation meeting can take place.

Where, in light of an EHCNA, it is necessary for special educational provision to be made in accordance with an EHC plan, the LA will prepare a plan.

The EHCP Co-ordinator will send the draft EHC plan (including the advice and information gathered during the EHCNA) to the child's parent or to the young person and give them at least 15 days to give views and make representations on the content.

During this period the EHCP Co-ordinator will offer a co-production meeting to discuss the content of the draft EHC plan. Once the draft EHC plan has been issued, parents can also request that a particular school or other institution to be named in the plan and can request a personal budget.

The EHCP Co-ordinator will consult the proposed educational setting and consider their comments carefully before deciding whether to name it in the child or young person's EHC plan, sending the school or college a copy of the draft plan.

The child's parent or the young person will be contacted for their feedback following completion of the EHCNA.

On receipt of the final EHC plan, the child's parent or the young person will be given a right to appeal to the Tribunal regarding the content of the EHC plan. At this time, parents can also engage with mediation or request a Way Forward Meeting with the LA

Where changes suggested by the child's parent or the young person are not agreed, the LA may still proceed to issue the final EHC plan. If this is the case, the EHCP Co-ordinator will contact the parents of young person to discuss why any amendments could not be made.

When changes are suggested to the draft EHC plan by the child's parent or the young person and agreed by the LA, the draft plan will be amended and issued as the final EHC plan as quickly as possible, and within a maximum of 20 weeks from the date of the EHCNA request.



Central Bedfordshire Special Educational Needs & Disability Information, Advice & Support Service (CBSENDIASS) are a free impartial and confidential trained team with expertise in supporting parents/carers, children and young people on any issue related to SEND. Their contact details are 0300 300 8088 or sendiass@centralbedfordshire.gov.uk.



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