

Timeline of EHCP Requests:

	A request letter for an EHC needs assessment is submitted to the LA.	
Week 6	<p>Either:</p> <p>An EHC needs assessment begins:</p> <ul style="list-style-type: none"> The LA gathers evidence and information about your child's needs, the provision required, and the outcomes expected. 	<p>Or:</p> <p>The request is refused:</p> <ul style="list-style-type: none"> You can appeal to the <u>SEND Tribunal</u> (the appeal must be lodged within 2 months of the refusal to assess letter).
Week 14	<p>A draft EHC plan is produced and sent to parents/carers or young person.</p> <ul style="list-style-type: none"> Within 15 days, parents/carers or young person can challenge the contents of the draft plan, can ask for a meeting to discuss contents, and tell the LA the type of school/college (as well as the actual school/college) they would like named in the EHCP. 	OR:
Week 16	<p>The LA must consult with the school/college that has been requested in the EHCP.</p> <ul style="list-style-type: none"> School/college should respond <u>within 15 days</u>. 	<p>The LA must notify parent/carer or young person that it will <u>not</u> be issuing an EHCP.</p> <ul style="list-style-type: none"> Appeals can be made to the SEND Tribunal. You must first consider mediation.
Week 20	A final EHCP is issued by the LA.	