The local authority (LA) is asked to carry out an education, health and care (EHC) needs assessment. This request usually comes from your child’s educational setting, you or the young person if they are over 16.

If the LA decides NOT to undertake an EHC assessment, you will be invited to meet a caseworker and you also have a right of appeal.

If the LA AGREES to undertake the EHC assessment, a caseworker will seek written advice from you and your child. Your child’s educational setting will also be asked for updated information since the initial request. In addition, advice will be requested from:

- Education psychologist
- Paediatrician/GP
- Social worker (if applicable)
- Other professionals involved with your child (professionals MUST reply within six weeks).

Caseworker uses the advice to consider the outcome of the assessment.

By Week 16 you will be told in writing if:

- The LA has decided NOT TO ISSUE an EHC plan. If this is the case, you will be sent a NON STATUTORY PLAN and your child’s educational setting will provide SEN Support. You have a right of appeal.

OR

- The LA decides TO ISSUE a statutory EHC plan and will send you the DRAFT PROPOSED PLAN. A meeting is offered with you to discuss the plan and the provision that has been set out to meet your child’s needs.

By Week 20 the LA will send you the FINAL EHC plan and the support for your child is put in place.

More information about schools is available at www.brent.gov.uk/services-for-residents/children-and-family-support/the-brent-local-offer/education/