

# **Education, Health and Care Plan**

## **Introduction**

An EHC Plan (Education, Health and Care Plan) is a legally binding document that identifies educational, health and social care needs and sets out the additional support to be provided in order to meet those needs.

An EHC Plan is issued after a child or young person has gone through the process of an EHC needs assessment.

It's prepared in partnership with parents/carers and young people, professionals working across education, health and social care specialist services.

## **EHC Plan Stages**

### **Stage 1 (Weeks 0-6)**

- A request for an EHC assessment is submitted by educational setting or the parent.
- Southwark advice and information service (SAIS) will contact the parent to offer a meeting to explain services available to the child including the process and the Local Offer.
- A Multi-Agency Panel will be held to decide if an assessment is needed, based on the criteria set by Education, Health and Social Care.
- If an EHC assessment is not necessary: The case will be stepped down to the child's school/setting or Family Early Help if/when appropriate. Parents have the right to appeal at this stage.

### **Stage 2 (Weeks 6-12)**

- The parent will meet with an SEN Team member who will explain what will happen during the assessment period.
- The parent should provide written advice which forms part of the assessment process.
- Professionals involved with the parent or the child will be identified (this may be done in the meeting with the SEN Team member) and contacted to submit reports.

### **Stage 3 (Weeks 12 to 16)**

- All information collected in stage 2 will be submitted to the Multiagency Panel. It will be decided if an EHC Plan is necessary.
- If an EHC Plan is necessary: An EHC Plan production meeting will be arranged to start composing the plan. The plan will be drafted by staff from the SEN Team, working with the parent/young person and the professionals involved.
- A draft EHC plan will be sent to the parent/young person and professionals to check and approve. The parent/young person will have the chance to express a school preference at this stage.
- If an EHC Plan is not necessary the case will be stepped down to the child's school/setting or Family Early Help if/when appropriate. Parents have the right to appeal at this stage.

## Stage 4 (Weeks 16 to 20)

- The SEN Team and Caseworker will work with the parent to create a final EHC plan
- Once finalised the parent will be sent a final copy of the EHC plan and all professionals will receive a copy
- If the parent is not in agreement with the EHC Plan they have the right to appeal.
- The EHC Plan will be reviewed annually.

