

After the Education, Health and Care Plan is in place

- The EHCP will be reviewed at least annually (or every 6 months while the child is under 5). However, if something isn't working well or if you have any concerns or queries about the support your child is receiving, you should speak to the SENCO at your child's nursery/school/college. If you think your child's needs have changed significantly you are able to ask for an early review of the EHCP or an emergency review.
- Once your child's EHCP is in place, you can request a meeting with the SENCO at your child's nursery/school/college to discuss how your child is being supported.
- If you do need to contact a Case Officer, the nursery/school/college your child attends can advise you of the contact details of their dedicated Case Officer.

Useful Contact Details

Special Educational Needs (SEN) Team	Email specialneeds.els@bexley.gov.uk Tel 020 3045 3311 Special Educational Needs Team London Borough of Bexley Civic Offices 2 Watling Street Bexleyheath, Kent DA6 7AT
Bexley Local Offer	Website www.bexleylocaloffer.uk Email localoffer@bexley.gov.uk Tel 020 3045 5677
SEND Independent Advice and Support Service (SENDIASS)	Email BexleyIASS@bexley.gov.uk Tel 020 3045 597 Bexley Information, Advice and Support Shepway Centre Oxford Road, Maidstone ME15 8AW
Independent Supporter Service	Website www.gad.org.uk/Services/ Email info@gad.org.uk Tel 020 8269 0674

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If you would like the information in this document in a different format, please call 020 8303 7777 and ask for Communications/Graphics. The reference to quote is: 606871/6.17

Education, Health and Care Needs Assessment Process:

Guidance for families



Weeks	Parent/Carer Checklist	What happens next	
1 to 3	<p>Bexley local authority decide whether to carry out an assessment</p> <p>During this time you will:</p> <ul style="list-style-type: none"> - Receive a letter confirming that a request for assessment has been received. This letter will tell you when you can expect to receive a decision about whether an assessment is going ahead - If you haven't already completed a consent form you will be asked to complete one and return this as soon as possible 	<p>Remember to return your completed and signed consent form as soon as possible otherwise this can delay the process</p> <p>If you want help through the process, you can speak to an Independent Supporter (contact details in letter confirming request for assessment)</p>	<p>A letter will be sent to you telling you if an assessment will go ahead</p> <p>IF YES - an Education, Health and Care needs assessment will take place (see weeks 4 – 10). You will be given information about a multi-agency meeting which forms part of the assessment process</p> <p>IF NO – an Education, Health and Care needs assessment will not take place. You can discuss this decision with your child's nursery/school/college and you will be contacted by the SEN Team.</p>
4 to 10	<p>Assessment gets underway and professionals will be asked for reports</p> <p>During this time you will:</p> <ul style="list-style-type: none"> - Be asked to fill in a form to tell us about your and your child's views, wishes and aspirations (Section A). You will most likely do this with someone who you already know e.g. school senco. You may have already done this with your child's nursery/school/college when the request was first made. - Be asked to attend some meetings/appointments as part of the assessment (e.g. community paediatrician appointment which is an essential appointment for all those under assessment to check the child or young person's general health) - Be reminded to return the parent consent form if you haven't done so already - Receive a letter from your child's Case Officer introducing themselves and explaining their role 	<p>Please ensure you and your child attend all meetings/appointments requested, if not, this could delay the process</p> <p>Complete you and your child's Section A, if you haven't done so already</p> <p>Remember to return your completed and signed consent form as soon as possible, otherwise this can delay the process</p>	<p>Your Case Officer will use the reports received and you and your child's Section A to draft a 'Working Document' setting out your child's needs and the support they require. This will then be discussed at the multi-agency meeting.</p>
11 to 12	<p>Multi-agency meeting takes place</p> <p>During this time:</p> <ul style="list-style-type: none"> - You will be invited to attend the multi-agency meeting with your child. If it is not possible or appropriate for your child to attend the meeting they should be supported to contribute to the process in the best way for them. The current education provider should support your child with this. - You may want to contact professionals about any reports you have received from them as part of the assessment process - Where possible, you will be sent a copy of the 'Working Document' along with copies of all the reports received. 	<p>If you wish to discuss any assessment reports, contact the relevant professional directly.</p> <p>If you have any questions or concerns you can speak to an Independent Supporter or make a note of them for discussion at the multi-agency meeting</p>	<p>The Case Officer will update the 'Working Document' with the Outcomes agreed at the multi-agency meeting as well as any other changes.</p> <p>The Case Officer puts the 'Working Document' and all information received during the assessment to the Statutory Assessment Panel who will decide if an EHCP is required.</p>
13 to 16	<p>A decision will be made whether or not an EHCP is required.</p> <p>During this time you will:</p> <ul style="list-style-type: none"> - Receive a letter telling you of the local authority's decision with either a copy of the Draft EHCP (if agreed) or an Individual Provision Map (if not agreed) - If a Draft EHCP is issued, you will also receive an acknowledgement form which you can use to tell us if you would like to request any changes. You will have 15 days to send this back to us. 	<p>Return the completed and signed acknowledgement form within 15 days</p>	<p>IF AGREED – The Draft EHCP will be sent to your preferred nursery/school/college. They will have 15 days to tell us if they are able to meet the needs of your child (see weeks 17 - 20).</p> <p>Any requested changes will be considered and discussed with you. If necessary, amendments will be made to the Draft EHCP.</p> <p>IF NOT AGREED - If the decision has been made that an EHCP is not required and you would like to discuss this decision you can talk to your child's nursery/school/college. You will be contacted by the SEN Team.</p>
17 to 20	<p>Final EHCP is issued</p> <p>During this time you will:</p> <ul style="list-style-type: none"> - Be contacted by the SEN Team regarding nursery/school/college placements and the final decision about the placement which will be named in Section I of the EHCP - Receive a letter with the copy of the Final EHCP. 	<p>If you have any questions contact your child's Case Officer or SENDIASS.</p>	<p>The Final EHCP is now in place and will be put into action. If a change of placement has been agreed then a start date will be arranged between you and the nursery/school/college.</p>