

## Contact the SEN Team

If you want support with the assessment process you can contact Shropshire IASS who can provide independent advice and guidance to you. [The Information Advice and Support Service \(IASS\)](#) offers free, confidential advice, information and support to parents and carers about special educational needs, including:

- Signposting to helpful organisations
- Support with the EHC needs assessment process
- Help with letters, reports and forms relating to your child's education
- Support at some meetings if available



**Telephone:** 01743 280019.

Referral line is open: Monday to Friday 10:00am to 4:00pm



Search '[Local Offer Shropshire](#)'

Your One Stop Shop for services and information relating to Special Educational Needs and Disability.

Website: <http://shropshire.gov.uk/local-offer/>

Email: [local.offer@shropshire.gov.uk](mailto:local.offer@shropshire.gov.uk)

Call: **0345 678 9063** asking for '**SEND Local Offer**'



/Shropshire-Council-Local-Offer



*All children and young people will be happy, healthy, safe and reach their full potential, supported by their families, friends and the wider community*

# SEND

Special Educational Needs and/or Disability

## Education Health and Care Needs Assessment

Information for parents and  
and young people where it has been agreed that a  
EHC needs assessment is required



## What is an Education Health and Care needs assessment?

- An Education Health and Care (EHC) needs assessment is undertaken by the local authority (LA) to determine whether an Education Health and Care Plan (EHCP) is required to meet the special educational needs of a child or young person with SEN. An EHCP will be necessary where the assessment identifies that a child or young person requires access to specialist provision for a prolonged period of time in order to meet their special educational needs and to support them towards achieving greater independence in preparation for adulthood.
- An EHC needs assessment is an assessment of the education, health care and social care needs of the child or young person.
- An EHC needs assessment can only be undertaken if the child or young person has or may have special educational needs – it does not apply where there are **only** health and/or care needs no matter how severe.
- The LA will seek advice and information from a number of key professionals as part of the assessment process.
- The EHC needs assessment is **not** a process for referring a child or young person to a specialist service to be assessed where the child or young person is not already known to the service.

## How will I be involved?

Shropshire SEN Team aim to ensure a person centred approach. This means that we will involve you in all decisions and will let you know if the EHC needs assessment process is delayed for any reason. The process will start with your case manager asking you to share information about you, or your child and family with us, including your hopes for the future.

Please contact your case manager if you would like to discuss any aspect of the process or if you would like an update on progress.

At the end of the process you will be asked for your feedback with regard to your experience of the assessment process. Your feedback will enable us to improve our services so that we deliver positive experiences for children and young people with SEND and their families.



## What happens during the EHC needs assessment

### Weeks 1 to 6

Once the LA agrees to carry out an EHC needs assessment the SEN Team will contact you to arrange a meeting with your allocated case manager. This will provide an opportunity to meet with the person who will be managing the assessment. At the meeting your case manager will talk to you about the process and will discuss with you which agencies will be asked to contribute to the assessment. They will also support you to complete Section A (All about me/All about us).

### Weeks 6 to 14

The LA will seek advice from all agencies identified. This will include medical advice from a health care professional; educational advice; psychological advice from an educational psychologist; advice and information in relation to social care; advice and information from any other agency the LA thinks is appropriate and any agency that parents or the young person reasonably request that the LA seek advice from.

### Weeks 14 to 16

The LA will make a decision about whether or not to write an EHCP based on the information provided during the assessment.

Your case co-ordinator will write to you to inform you of the decision.

If it is decided that it is necessary to write an EHCP your case manager will use all of the information gathered during the assessment to prepare a draft (proposed) EHCP.

If it is decided that it is not necessary to write an EHCP your case manager will offer to meet with you to explain the decision and discuss next steps.

### Weeks 16 to 17

The proposed EHCP will be issued to you and all professionals who have contributed to the assessment. The SEN Team will contact you to arrange a meeting with your allocated case manager to discuss the content of the EHCP as well as your preference with regard to the education setting to be named in the final EHCP. You will have an opportunity to suggest any changes that you would like made to the EHCP before the final plan is issued.

If a specialist setting is appropriate to meet the child/young person's special educational needs then this will be referred to a placement and funding panel for a final decision.

### Weeks 17 to 19

The LA will consult with the identified education setting. This will provide the opportunity for the education setting to agree that they are able to put in place the provision that has been identified within the EHCP.

### Weeks 19 to 20

The final EHCP will be issued.