



**Parent Guide to the Education Health
and Care (EHC) Assessment Process in
Haringey**

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Introduction

Undergoing an EHC Assessment can seem confusing and daunting at first. This brief guide has been written to help you understand the process.

What will be in my child's Education Health and Care Plan (EHCP)?

The EHCP is a document that consists of the sections listed below. You can see a blank one on the [local offer](#).

GENERAL INFORMATION

SECTION A: My Views, Interests and Aspirations (based on the information you and your child provided in the request)

SECTION B: My Special Educational Needs (your child/young person's strengths, needs and their impact based on the professional advice and you and your child's input)

SECTION C: My Health Needs (which relate to your child's special educational needs)

SECTION D: My Social Care Needs

SECTION E: My Desired Outcomes

SECTION F: My Special Educational Provision (what will be needed to achieve the desired Outcomes)

SECTION G: My Health Provision

SECTION H1: My Social Care Provision (if applicable)

SECTION H2: Any Other Social Care Provision related to my SEND (if applicable)

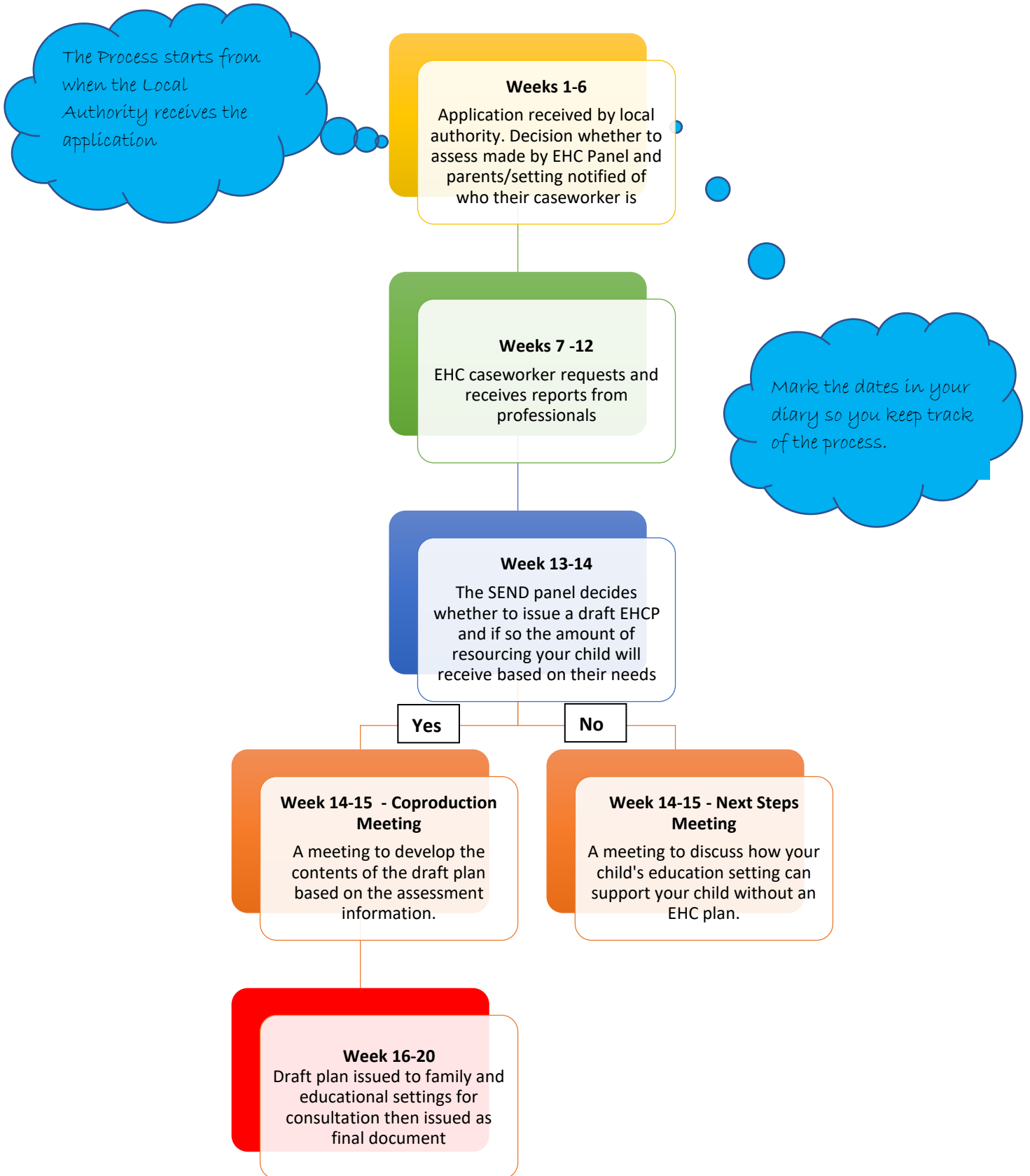
SECTION I: My Placement Details – which setting or type of setting the child/young person is to attend

SECTION J: My Personal Budget

SECTION K: Additional Documents which form part of my EHC Plan

SIGNATURES / AUTHORISATION

The Haringey EHC Process at a Glance



The Haringey EHC Process in Detail

Stage One: weeks 1-6

You are receiving this guide because an EHC assessment has already been agreed for your child, so you have completed stage one already.

Stage Two: weeks 7-12

Your EHC caseworker will contact the professionals who work with your child and ask them to write reports for the EHC Assessment. These professionals are listed in your start letter. If you think there are any other professionals that need to be consulted, contact your EHC caseworker straight away so they have time to contribute their advice.

You may well be contacted by the professionals to talk to you about your child and the professionals will probably do some further assessments with your child.

You may not hear from your EHC caseworker at this stage. However, if you have any questions do email or phone them.

If you are thinking of requesting a change of education setting for your child, it is a good idea to start visiting schools now so you know where you think would be best for your child. You can find out more about possible schools by visiting the [local offer](#) or talking to the professionals who work with your child.

Your EHC caseworker will then use the information provided in the application and the reports to create a working document.

Stage Three: week 13 -14

Your EHC caseworker will take all the information they have requested to the SEND panel. This meets every Thursday. Based on the information provided, the SEND panel will decide whether or not an EHC plan should be issued.

You can read more about how this decision is made and the threshold on the [local offer](#)

If the panel does decide to issue a plan, they will also agree how much resourcing will be allocated to the plan. This resourcing is based on the needs, outcomes and provision identified in the plan.

Stage Four: Weeks 14-15: Yes, agreed to issue an EHC plan

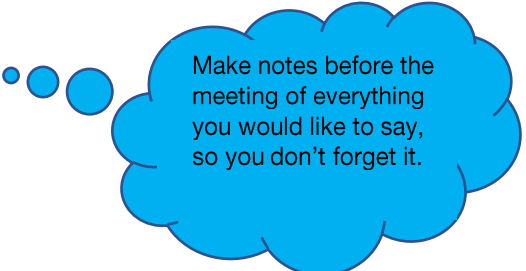
If the panel has agreed to issue an EHC plan you will have a **coproduction meeting**. Your EHC caseworker puts together all the information from the assessment and sends it to you before the meeting. At the meeting you, your child, your child's educational setting and your EHC caseworker use this to develop the

contents of the draft plan. You can also talk about any possible changes of school placement.

OR

Stage Four: Weeks 14-15: No not agreed to issue an EHC Plan


If the panel **has not agreed** to issue an EHC plan you will have a **next steps meeting**. This is an opportunity for you, your child's educational setting and a local authority representative to discuss any changes to the contents of your child's SEND Support Plan based on the assessment information provided.



Make notes before the meeting of everything you would like to say, so you don't forget it.

Stage Five: Weeks 16-20

Your EHC caseworker will issue a draft plan. This will be sent to you and your child's educational setting. If you are requesting a change of placement, then your EHC caseworker will consult your preferred settings.



Make your appointment with SENDIAS in advance so they can fit you in within the 15 days

You have 15 days to respond to your child's draft plan so let your EHC caseworker know as soon as you can if there is anything you are not happy with. You can check the plan yourself see <https://www.ipsea.org.uk/what-to-do-when-you-receive-your-draft-ehc-plan> or you may want to contact SENDIAS who can help you with this. The final plan will then be issued with your child's school named on it.

After my EHC Plan is issued

Your child's school will continue to meet with you regularly (the SEND Code of Practice suggests three times a year) to talk about how your child is doing and how the provision on how the provision on the EHC is working.

Every year, your child will have an **annual review**. This is when your child's EHCP will be reviewed in a meeting involving you and your child, and any changes that need to be made to the EHCP are agreed. This process ensures the EHCP keeps up to date as your child grows. Within two weeks of the annual review meeting the school will send the proposed changes to the local authority, who will notify you within four weeks after that of their decision: to either change the existing EHCP, or to carry out a re-assessment of your child's needs, or to end the EHCP. If you do not agree with the local authority's decision following an annual review, you have a right to ask for mediation and to appeal.

What happens if I do not agree with the Local Authority?

Steps you can take to resolve a disagreement are listed below.

- 1) If you are unhappy about a decision made by Haringey SEN Department, talk to your EHC Caseworker to see if they can help resolve the concern.
- 2) **Haringey SENDIASS** which is based at the Markfield Centre provide **informal** dispute resolution support. Alternatively contact **Haringey SENDIASS** for free, impartial advice about the law on SEN, local SEN arrangements and support and your rights. It can also provide support with managing appeals, including support with preparing cases and attendance at hearings. You can find out more here: <https://markfield.org.uk/sendias> or call them on 020 8800 2611.
- 3) **Mediation** is an informal, voluntary process which involves an independent facilitator (the mediator) helping those in dispute to reach agreements that are acceptable to all parties.
- 4) **SEND Tribunal** this is a legal process where there is a hearing by an independent panel about an issue where you and the local authority do not agree.

Where can I find out more?

The SENCO at your child's educational setting

Your EHC Caseworker – details on the letter you have been sent about the EHC assessment or call 0208 489 1913

The Haringey Local Offer <https://www.haringey.gov.uk/children-and-families/local-offer/about-local-offer>

Haringey SENDIASS email sendias@Markfield.org.uk or call them on 020 8800 2611.

Contact https://contact.org.uk/help-for-families/information-advice-services/education-learning/ehc-plans-assessments/what-is-an-ehc-plan/?utm_medium=faqs/

SEND Code of Practice <https://www.gov.uk/government/publications/send-code-of-practice-0-to-25>

IPSEA <https://www.ipsea.org.uk/ehc-needs-assessments>

SOSSEN - https://www.sossen.org.uk/information_sheets.php

Frequently Used Terms

Coproduction Meeting – this is a meeting with you, your child’s educational setting and a local authority representative which takes place when the SEND panel has agreed to issue an EHC plan for your child. At the meeting, you will create the draft plan

Draft Plan – the document that is written by the Local Authority in consultation with you using the professional reports. You still have an opportunity to respond to this before it is final

Educational Setting – where your child receives their education. This could be a nursery, school or college

EHC Caseworker – this is the person who will co-ordinate your child’s EHC Needs assessment and support you through the process

EHC Needs Assessment (EHCNA)- an assessment of a child or young person’s education, health and care needs. It is the first step to getting an Education, Health and Care plan.

EHC Plan - a legal document that describes a child or young person's special educational, health and social care needs. It explains the extra help that will be given to meet those needs and how that help will support the child or young person to achieve what they want to in their life.

Local Offer – this is the website that explains the support we offer in Haringey for those children and young people with SEND

Next Steps Meeting – this is a meeting with you, your child’s educational setting and a local authority representative which takes place when the SEND panel has **not** agreed to issue an EHC plan for your child. At the meeting, you discuss how your child’s needs can be met with the school’s resources based on the assessments provided

Outcomes – this is the benefit or difference made to the child as a result of the provision made. It takes account of the child/young person’s needs and aspirations.

Panels – There are two different panels that make decisions about your child’s EHC progress.

- **EHC panel** – this meets every Tuesday. It agrees whether to start an EHC Needs assessment
- **SEND panel** – this meets every Thursday. It agrees whether to issue an EHC Plan and the level of resourcing which will be required to meet the child’s needs.

Both panels are a group of professionals including the statutory assessment team manager, and representatives from the statutory assessment team, the educational psychology, therapy services and local schools.

Provision – this is the personalised support given to your child to meet the outcomes on their EHCP.

SENCo or SENDCo – Special Educational Needs and Disability Co-ordinator – a teacher who is responsible for assessing, planning and monitoring the progress of children with SEND.

SENDIASS – Special Educational Needs and Disabilities Information Advice and Support Service is a free, independent and confidential service funded by Haringey Council and provided by Markfield, an independent charity. SENDIASS offer advice, information and support to parents/carers and young people from 16 – 25 years old in Haringey with SEND

Special Educational Needs or Disabilities (SEND) – a child has special educational needs if they have a learning difficulty or disability that means they need special education or health support. We shorten this to SEND.