

Quick Guide to EHC Assessment Team

Who EHC Assessment Team

The Education Health Care Assessment Team consists of Local Authority Officers, including a Team Manager and Senior SEN Casework Officers and SEN Casework Officers based on localities. We sit within the Special Educational Needs & Disability (SEND) area of the Access and Achievement team and are a 0 to 25 years' service. We oversee the Local Authority's statutory function in respect of Education Health Care Needs Assessments and Annual Reviews of Education Health Care Plans (EHCPs) as outlined in the SEND Code of Practice

What are the aims of the Service?

Education Health Care Needs Assessments (EHCNA)

- Our aim is to provide a service whereby requests for EHCNAs are carried out in a robust, evidence-based and timely way by liaising with all partners including; parents, schools & education settings, health colleagues, social care colleagues and other education based services such as Educational Psychologists. We accept applications for an EHC from settings. We aim to make a decision regarding an assessment within 2 weeks of receiving a request. Where children and young people meet the thresholds for an assessment, the team work with professionals and parents to gather information regarding a decision to issue an EHCP. We aim to issue all EHC plans within 20 weeks

Reviews of Education Health Care Plans

- When a child/young person has an EHC plan, the Local Authority's aim is to make a decision following the annual review meeting which is usually held by the child/young person's education setting as to whether to maintain, amend or cease the EHC plan. Our aim is to make the decision within 2 weeks of the annual review meeting being held and to issue the amended EHCP, where needed, within 8 weeks of the decision letter.

Placement of children with EHCPs maintained by the Local Authority

- Our aim is to ensure children and young people with EHCPs are placed in a suitable setting which is able to meet their special educational needs.
- At Phase Transfer (new into Reception, Juniors Secondary and Post 16 provision) we aim to name the settings by our statutory dates (15th February for school age children and 31st March for Post 16 young people)

Disagreement resolution, mediation and tribunals

- We work with families in all forms of disagreement resolution, mediation and Tribunals in respect of the appealable EHC processes.

What will the EHC Assessment Team provide?

- We provide each family an EHC Link Officer in the locality in which they reside or attend school.
- A service that is inclusive of young people and children aged between 0 and 25 years and operates for 52 weeks of the year.
- We collaborate and provide support to partners during the EHC assessment process, including liaison with parents, education establishments, health partners and social care teams to ensure the correct information and advice is received by the team to contribute to our decision making and the writing of the EHC plan.
- We provide correspondence and communication in respect of the assessment, review and phase transfer processes by letter, email, text and telephone.
- We operate an online EHC hub system for parents, carers and young people to engage with during the assessment process.
- We liaise with schools through consultation regarding placement of children with Education Health Care Plans upon receipt of a new plan, when a request for change of placement is received following an annual review or at phase transfer.
- We train partners on processes and systems used as part of our work e.g. the EHC hub or training to SENCOs
- Signpost to relevant services where children and young people with SEND (either with or without an Education Health Care Plan) need further support e.g. School admissions, SENDIASS and Early Help

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