

KEY TO SYMBOLS

WEEK 1 Week Indicator  Link to Online Resource

 **Support Material/Template**  Link to PDF / Downloadable Resource

 Link to Bright Futures Resource **1** Page Indicator

[HERE](#) Link

WEEK 0 REQUEST FOR ASSESSMENT

Request that the LA undertake an Education, Health and Care plan (EHCP) needs assessment for the child/Young person.

A school can put in a request, a professional can put in a request or a parent/ young person.

Supporting Bodies

GOV.UK
The Full **SEND Code of Practice**  [HERE](#)

IPSEA
Provides templates for requesting an EHC needs assessment.  [HERE](#)

Bright Futures
Provides advice & support throughout the EHCP process.  [HERE](#)

WEEK 6 EHC MUST ASSESSMENT START

If LA **APPROVES** assessment, continue to the next section

START THE PROCESS

By applying for an EHCP

WEEK 1-6

Need help applying?

Click here for support from Bright Futures

Been declined & not sure what to do?

Click here for a consultation with Bright Futures

TIMEFRAMES FOR APPLYING FOR AN EHCP

[Print Now](#)

This resource will guide you through the EHCP process, links to FREE resources & supply you with knowledge and tools on the way.

Should you apply for an EHC Plan? Take the [test here!](#)



Ruby - Bright Futures Cuddle Provider  [HERE](#)

LOCAL AUTHORITY MUST DECIDE WHETHER IT IS NECESSARY TO CONDUCT AN ASSESSMENT OF NEED

Who Can Apply For an EHC Assessment?

- The Child's **Parent**
- A **young person over the age of 16 but under the age of 25**
- A **Person Acting on Behalf of a School or Post-16 Institution**

WHAT'S NEXT

The Local authority must determine whether an EHC needs assessment is necessary. The local authority must **make a decision and communicate the decision** to the child's parent or to the young person within **6 weeks of receiving the request.**

DECISIONS AS TO WHETHER TO ASSESS FOR EHCP, FROM LA

If LA **DECLINES** Your Request

If you've been refused an EHC Assessment, you can appeal. Make sure you have a refusal letter and mediation certificate. We can help if needed.



Ruth - Bright Futures Director & Advocate

Appeal with Bright Futures

 [HERE](#)

Special Needs Jungle

 [HERE](#)

The LA should review your child's case and assess what professionals your child should see..

WEEK 6-14

SUPPORTING PROFESSIONALS

These weeks should be dedicated to **assessing your child.**

The LA must seek the following advice from:

Is your child not in school?

Do not worry, the LA can still assess your child. Need help, speak with Bright Futures by clicking [here](#)

Danielle - Bright Futures PA and Admin Support

[HERE](#)

Did the LA agree to assess?

If not, appeal [here](#).

Ruth - Bright Futures Director & Advocate

[HERE](#)

If the LA did not agree to assess, they need to have communicated this formally, and given you the rights to appeal.

Danielle - Bright Futures PA and Admin Support

Not sure whether to go to mediation?

Book a consultation with **Bright Futures** now

Ruby - Bright Futures Cuddle Provider

[HERE](#)

The child's parent or the young person.

You must be at the centre of the process!

Professionals qualified to teach visually or hearing impaired (If appropriate)

Psychological advice and information from an educational psychologist

The educational psychologist should consult any other psychologists known to be involved with the child or young person.

Any other advice and information

Which the local authority considers appropriate for a satisfactory assessment.

The local authority must give to those **providing advice copies of any representations** made by the child's parent or the young person, and any **evidence submitted by or at the request of the child's parent or the young person.**

Educational advice and information

From the manager, headteacher or principal of the early years setting, school or post-16 or other institution attended by the child or young person.

Medical advice and information

From health care professionals

Social care advice and information

Advice and information from any person

Requested by the child's parent or young person, where the local authority considers it reasonable to do so. It is your right to make this request. e.g. Occupational Therapist, CAMHS worker. It does not matter if you are on a waiting list, the timeframe below still applies.

TIMEFRAMES FOR OBTAINING ADVICE

It must be provided by professionals within **SIX WEEKS** of the request.

WHAT SHOULD THE ADVICE LOOK LIKE?

The evidence and advice submitted by those providing it should be **clear, accessible** and **specific**.

They should provide advice about outcomes relevant for the child or young person's age and phase of education and strategies for their achievement. They may comment on the amount of provision they consider a child or young person requires and local authorities should not have blanket policies which prevent them from doing so.

WEEK 14

The LA should **produce & send a draft EHCp** to the **parent or young person by this time to comply.**

But the LA may state that your child does not need a plan. You can appeal if this is the case.



Did the LA decide not to issue a plan?

Have they given you this decision in writing?

Make sure they do by **week 16**. You can learn more about your rights to appeal [here](#)



Ruth - Bright Futures
Director & Advocate



[HERE](#)

WEEK 14-20

RECEIVING YOUR EHCP

The LA should send back your EHCP along with a decision letter.



If you need a **professional eye to check over the EHCP**, you can request that **Bright Futures** conducts an EHC Check [here](#).



Ruby - Bright Futures
Cuddle Provider



[HERE](#)

WEEK 14

LA SHOULD SEND THE DRAFT EHCP

There are no actual legal time-frames for issuing **a draft by week 14**, but to make it feasible for the LA to meet their deadlines, they must issue it by week 14.

THE DRAFT PLAN

You are entitled to at least **15 calendar days** after receipt of the draft plan in which to request amendments, ask for a meeting with the LA to discuss the plan and to request a preferred school to be named in the final.

TOP TIPS FOR CHECKING YOUR EHCP:

Make sure that **all needs are identified in Section B**. If you think some are missing or need further investigation, **you can make representations in your response back to the LA**

Make sure **Section F of the plan specifies and quantifies provision**. It is important to leave **'no room for doubt'** as to what your child should be provided with. If anything is vague, it could result in your child missing out on important provision, simply because it is not clear.

You can **appeal** the content of the plan if you are **not happy with it**. It is likely that if the plan does not reflect all your child's needs or support they require accurately, **the LA is unlikely to name the most appropriate school**.

Section A: The views, interests and aspirations of you and your child.

Section C: health care needs which relate to their SEN

Section D: social care needs which relate to their SEN or to a disability

Section G: Any health care provision required by the learning difficulties.

Section H: Any social care provision required from social services

Section K: copies of all information obtained as part of the EHC needs assessment.

EHCP Key Sections of your child's plan

Section A

Section B

Section C

Section D

Section E

Section F

Section G

Section H

Section J

Section K

Section B: the child or young person's special educational needs ("SEN")

Section F: the special educational provision required to meet their SEN;

Section E: the outcomes sought for the child or young person;

Section I

The name of the school or other institution to be attended by the child or young person, and the type of that institution. You will not get the name in the draft

Section J: details of any direct payment to be made.

From: Your Local Authority

You can reply within 15 days. We can help you to reply.
You can ask for an extension

CONSULTATION WITH SCHOOLS

The LA must give schools/colleges **15 days to respond to a consultation** and therefore should do this well **before the 20 week deadline**.



A **consultation** is when the LA sends the draft EHCP to a school of your choice, for consideration as to whether they can meet need. The LA is also entitled to send the draft to schools that they think would be appropriate to consult with too.



Danielle -
Bright Futures
PA and Admin
Support

FAQ SECTION

This section lays out frequently asked questions, and potential hurdles you can hit on your journey.



If you feel your child has special needs and your current school is not providing a suitable means to help their learning, then you should consider contacting your local authority for an EHCP.

Should I apply for an EHCP?



Ruth - Bright Futures
Director & Advocate

Can a child who is below compulsory school age have an EHC needs assessment?



Yes: the purpose of the Children and Families Act 2014 ("CAFA 2014") was to extend the benefit of statutory support to those children and young people with special educational needs ("SEN") from aged from 0-25.



Danielle - Bright Futures
PA and Admin Support



Hi, I'm Ruby, feeling lost? or have a question that isn't answered here?

We know how overwhelming and frustrating the Education, Health and Care Plan (EHCP) process can be. If you're involved in any way (as a parent, school, or professional), Bright Futures can help you navigate the complex legal system of Education, Health & Care Plans (EHCPs).



Ruby - Bright Futures
Cuddle Provider



HERE

What if my application fails?



With the right evidence and following the key points set out in the Code of Practice, your application should be successful.

If not, Bright Futures can also support you to challenge this through appeal,



Ruth - Bright Futures
Director & Advocate



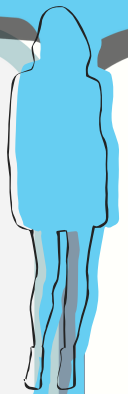
"Speech and language therapy and other therapy provision can be regarded as either education or health care provision, or both. It could therefore be included in an EHC plan as either educational or health provision.

However, since communication is so fundamental in education, addressing speech and language impairment should normally be recorded as special educational provision unless there are exceptional reasons for not doing so": COP2015 #9.74.



Danielle - Bright Futures
PA and Admin Support

We want Speech and Language Therapy moved into Section F of our son's education, health and care plan.

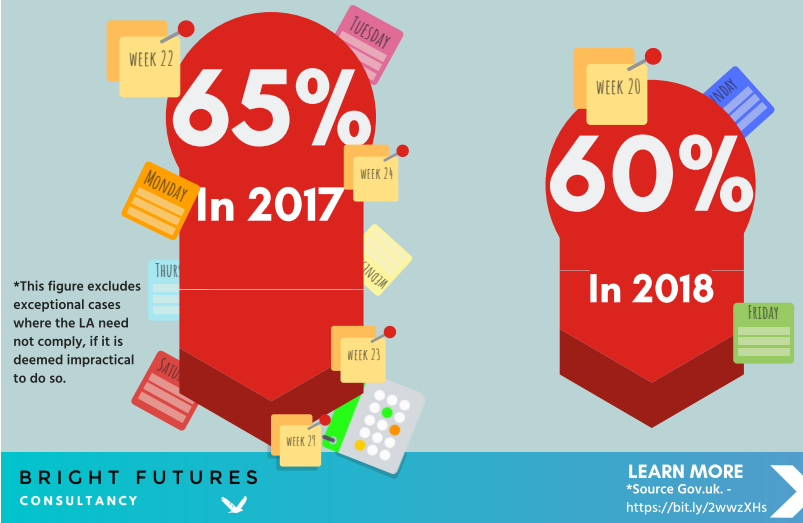


STATISTICS SECTION

For more information be sure to check out our other resources.

FASTER ISSUED EHC PLANS

The proportion of new EHC plans issued within the 20 week time limit has fallen;



Primary School
6 - 11 Years Old

Early Years
0 - 5 Years old

11-15 YEAR OLDS
ACCOUNT FOR THE
LARGEST PERCENTAGE
OF CHILDREN AND
YOUNG PEOPLE WITH
EHCP'S

Young People
20-25 Years Old

Children Aged
11-15 Years old

36%

This accounts for the
largest percentage
of children and young
people with EHCP's in
January 2019

This percentage of
young people age 20-
25 has **similarly**
increased since the
introduction of EHC
plans in

2014

LEARN MORE
*Source Gov.uk. -
<https://bit.ly/2wvzXHs>

BRIGHT FUTURES CONSULTANCY

LA's are operating on limited funding, don't get dis-hearten if your application is delayed, use the resource here to help to resolve the problem.



Ruth - Bright Futures
Director & Advocate

Appeals are more accessible than before, allowing you to have a chance to change your EHCP if you find it unsuitable, for more info on following up an appeal, follow the link below.



Danielle - Bright Futures
PA and Admin Support

HERE

TOTAL NUMBER OF EHC PLANS HAS CONTINUED TO INCREASE.

354,000

Children and young people have been issued from **January 2018** to **January 2019**.

34,200

This is an additional **11%** from **January 2017** to **January 2018**.

This is driven by increases across all age groups, with the **largest percentage increases in;**

Early Years 0 - 5
Adulthood 20 - 25

Increase By
13%

January 2018 to
January 2019.

January 2017 to
January 2018.

Increase By
32%

BRIGHT FUTURES CONSULTANCY

LEARN MORE
*Source Gov.uk. -
<https://bit.ly/2wvzXHs>

MODEL LETTER TEMPLATES

Having trouble finding the right document to send to the LA for an assessment?

RESOURCE PROVIDED BY IPSEA

IPSEA offers free and independent legally based information, advice and support to help get the right education for children with all kinds SEND.



[HERE](#)

BRIGHT FUTURES
CONSULTANCY



EHCP Application by **Bright Futures** can help you;



BESPOKE CREATED
Personalised to your case



RELEVANT TO YOUR CASE
Generated with key legislation



[HERE](#)



You don't have to use our services, we will always try and make the process easier for you to apply and use.

If not, Bright Futures can also support you to challenge this through appeal.



Ruth - Bright Futures
Director & Advocate

RESOURCES & TIPS

The resources on this page will help you during the application stage for an EHCP.

EHCP CHECKLIST

Make sure you thoroughly check your assessment before sending it

RESOURCE PROVIDED BY IPSEA

IPSEA offers free and independent legally based information, advice and support to help get the right education for children with all kinds SEND.



[HERE](#)

BRIGHT FUTURES
CONSULTANCY



Bright Futures EHC **Paperwork** Check Overview

SEND DIRECTLY

Digitally or through the post, we will thoroughly check the papers



PROFESSIONAL REVIEWED

We thoroughly check your paperwork before & after your journey



TAILORED TO YOUR CASE

We specialise in identifying what would help in your case



[HERE](#)

DID WE MISS SOMETHING? OR ARE YOU NOT SURE WHAT TO DO NEXT?

GET IN TOUCH, SO WE CAN GET YOU ON THE RIGHT TRACK FOR A BRIGHT FUTURE.

This tool wouldn't be available without the hours of help & feedback given by parents, professional, young people and children who have been through the EHCP system. Your views and opinions help shape our services.



"The answer is always there, sometimes we can all do with a helping hand".

Ruth - Director & Advocate

We understand that you may feel alone; we want you to know you're not! Whether you need a second opinion, some clarity or just a chat to clear your head-space, Bright Futures is always here to help.

"I know the journey is hard, we do all we can to help you on your way".

Danielle - PA and Admin Support

We know how overwhelming and frustrating the Education, Health and Care Plan (EHCP) process can be. If you're involved in any way (as a parent, school, or professional), Bright Futures can help you navigate the complex legal system of Education, Health & Care Plans (EHCPs).



SIGN UP STAY INFORMED

More of Our Resources

School Resources [Here](#)

Parent Resources [Here](#)

Professionals Resources [Here](#)

www.brightfuturesconsultants.com

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SCAN ME



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