

# Education, Health and Care (EHC) Key Dates



## THE EHCNA REQUEST

Parents/cares/school/college/ young person submit a request to the Local Authority.

This can be done in writing. The receipt of this written requested marks 'Day 1' of the EHCNA process.

Day  
**1**



## YES/NO TO ISSUE A PLAN

Assessments take place and should be completed by week 16.

By this point the LA, by law, must tell you whether they intend to issue a plan for your child, or not.

Week  
**16**



## FINAL PLAN

By week 20, the LA must have considered your amendments, consulted with settings, and issued you with a final plan which names a specific setting.

You have a right of appeal on sections B, F and I.

Week  
**20**

Week  
**6**



## YES/NO TO ASSESS

The LA must respond within 6 weeks to let you know if they are going to proceed to the assessment stage.

If the LA's decision is no to assess, you have a right of appeal.

If the LA do not adhere to this deadline, you can explore a complaint/Pre Action Protocol (PAP) letter.

Week  
**17**



## DRAFT PLAN

By week 17 you should receive a draft plan. You then have a minimum of 15 calendar days to make representations (amendments and your views) on the draft plan and set out your parental choice of placement.

It is usual for Section I to be blank at this stage.

If you are unsure of any part of the process, you can make contact with the SEND Information Advice and Support Service (SENDIASS). The service is free, impartial and confidential.



[www.southtynesidesendiass.co.uk](http://www.southtynesidesendiass.co.uk)