



One Minute Guide



What are Education, Health and Care Plans?

An Education, Health and Care Plan (EHCP) is a legal document for a child or young person aged 0-25 years with special educational needs and disabilities (SEND), which sets out a description of their educational, health and social care needs and the provision that must be implemented in order to meet those needs and help them achieve key life outcomes. It also includes information about the child or young person's aspirations, and for those in Year 9 or above, information about preparation for adulthood.

EHCPs bring together practitioners from different agencies to contribute to a single assessment and plan for a child or young person. In Wakefield, the Special Educational Needs Assessment and Review Team (SENART) are responsible for management of assessments and maintaining all EHCPs.

How often are EHCP's initiated?

Most children and young people with SEND can have their needs met within their local mainstream school, early years setting, college or training provider through the setting's existing resources without the need for an EHCP.

If a setting has taken every possible action available to identify, assess and meet the child or young person's needs but they are still not making expected progress, it may be appropriate to consider requesting an EHC assessment. Settings can do this through submitting an My Support Plan form with details of the actions they have taken and support they have offered to the child or young person.

If parents would like to apply for an EHC assessment, SENART advise them to speak to the Special Educational Needs Coordinator (SENCO) at their child's setting first who will be able to talk to parents about the provision that is already in place, what the assessment involves, and offer support and guidance around decision making.

If a parent or young person wishes to request an EHC assessment themselves, they can email SENART SENARTassessments@wakefield.gov.uk with their child's details. SENART would then contact the child's

setting, and any other professionals involved to request additional information.

How often are EHCP's reviewed?

EHCPs are reviewed every twelve months, and at least six-monthly for children under statutory school age.

In Wakefield reviews are monitored and decisions made about amending EHCPs by our team of Caseworker Officers and Assistant Casework officers within SENART.



What does an EHC Needs Assessment involve?

EHC assessments take 20 weeks in total, and in Wakefield different stages to the assessment process:

The **first stage** leads up to a decision whether to proceed with an assessment or not, a SENART Casework Officer contact the family to discuss the assessment and their desired outcomes. A panel chaired by the SENART Team Manager, is held within six weeks to discuss the request, to decide whether to proceed with an assessment. The panel considers whether the child has SEND, and whether they may require special educational provision to be outlined in an EHCP and the support offered by the setting to date. If the decision is not to proceed with an assessment, the panel provides advice about how the child can otherwise be supported in meeting their needs.



One Minute Guide



The **second stage** is the assessment, when SENART will gather information from practitioners involved with the child, young person and family, including an Educational Psychologist. These practitioners have six weeks to undertake any assessments and submit their advice to the local authority.

SENART officers will then decide whether or not an EHCP is required and, if so, begin to write a draft EHCP. If it is decided that an EHCP is not necessary, SENSAP will issue an Enhanced Support Plan, which provides a non-statutory summary of the recommendations made during the assessment.

The **third stage** at approximately week 14-15 a decision will be made by our Multi Agency Panel as to whether or not an EHCP is required and, if so, begin to write a draft EHCP. Once the draft EHC plan has been circulated, parents and young people have fifteen days to confirm whether they are happy with the plan. The family are given the opportunity to give feedback and discuss any amendments or changes that need to be made. Formal consultations will be issued to appropriate settings in line with parents preference and recommendations from the Multi Agency Panel.

The **final stage** is finalising the EHC Plan, which will take place by week 20. This will confirm the setting that the child or young person will attend and outline the provision that will be delivered by the setting. As soon as the EHCP is made final, it becomes a legal document and must be upheld.

What support and further information is available?

Most parents and young people will receive the support they need from the SENCO at their school or setting. If additional support is required, they can contact [Family Action](#) who can support parents and young people at any stage of SEN support, EHC assessment and reviews, including making an appeal.

For further information about EHCPs and the EHC assessment process, please see the [Wakefield City Council website](#), or contact SENART at SEN-ART@wakefield.gov.uk or on tel: 01924 302 465.

