# **Education, health and care plan 20-week process**

## **Weeks 1 to 6**

* Referral made
* Referral stored securely and entered on tracker
* SENMAS checklist
* Request for background information sent
* Background information returned
* Information collated
* Circulation of papers
* **Education panel** – decision made to assess or not

## **Weeks 7 to 16**

* Request for advice if assessing
* Children or young person’s and parent’s views obtained in a meeting
* Agencies work on advice
* Advice submitted and collated
* Advice – follow up, chasing, etc
* **Education Panel** – decision to issue EHCP or not

### **If decision is made to issue EHCP:**

* Draft EHCP written
* Draft sent to parents and professionals
* Amendments made to draft EHCP if needed

## **Weeks 17 to 20**

* If required, Joint or Complex panel
* Final EHCP issued
* Place/services commissioned