

Children & Young people with SEND  
& their parents can access Information Advice & Support  
from Walsall SENDIAS prior to starting & throughout the EHC  
assessment process by calling **0808 802 6666** or via email  
[walsallsendias@family-action.org.uk](mailto:walsallsendias@family-action.org.uk)

An EHC  
Assessment can  
be requested by:  
Parent, young  
person, school or  
person acting on  
behalf of the  
school

Where, despite the school  
having taken relevant and  
purposeful action to identify,  
assess and meet the SEN of the  
child or young person, the child  
or young person has not made  
expected progress, the school  
or parents should consider  
requesting an Education, Health  
and Care (EHC) needs  
assessment.

Contact the Local Authority  
(LA) SEN department and  
request in writing that they  
start the SEND Statutory  
Assessment process.

During the next six weeks the LA should gather school reports, old  
IEPs/ documentation from the Assess/Plan/Do/Review process, any  
other reports such as Speech & Language/Educational  
Psychology/Occupational Therapy etc.  
**You may wish, if you are able, to gather together all the reports  
& information yourself to ensure everything is considered**

Another part of this  
stage is to collect the  
child or young person's  
views & the family's  
story. This includes  
difficulties which impact  
upon whole family & the  
support which already is  
in place. It should also  
include their strengths &  
health/medical and social  
needs.

NO

The LA decide whether or not  
to conduct an Assessment of  
SEND.

If you are not satisfied with the LA  
decision you can use disagreement  
resolutions and/or seek mediation and/or  
appeal to the SEND Tribunal regarding  
'refusal to assess'.

YES

Education, Health and Care  
(EHC) Needs Assessment  
process begins.

You have two months after the LA decision to appeal to  
SEND tribunal. You can register an appeal & take part in  
mediation at the same time.  
Any decision that has no appeal rights can be challenged  
via judicial review.  
Walsall SENDIASS can support you with this

Support from Walsall SENDIASS can be arranged by contacting Walsall SENDIASS on 0808 802 6666 or emailing [walsallsendiass@family-action.org.uk](mailto:walsallsendiass@family-action.org.uk)

Education, Health and Care (EHC) Needs Assessment process begins.

The LA may ask professionals to undertake assessments, &/or ask professionals that are already involved, to produce up to date reports as part of the assessment.

The Local Authority decides whether or not to issue an EHC Plan they must inform you of their decision by the 16<sup>th</sup> week from the original request

NO

If you are not satisfied with LA decision, you can use disagreement resolution &/or seek mediation &/or appeal to the SEND Tribunal. Walsall SENDIASS can support you at this stage

YES



A draft plan is issued to parents, young people & current school.

When you receive the Draft Plan, you have 15 days to check through it to ensure all needs & provision have been included & if necessary suggest amendments. At this point you will be asked to name your school or college preference.

Parents &/or Young People can contact Walsall SENDIASS for advice & support in checking the draft EHC plan.

15  
days

You can access  
disagreement  
resolution.

If you disagree with the draft plan, you must contact the SEN Officer & let them know, this will enable you to extend the 15 day period.

You have two months after the LA decision to appeal to the SEND tribunal. You can register an appeal & take part in mediation at the same time. All decisions that have no appeal rights can be challenged through judicial review. Walsall SENDIASS can support you with these processes.

LA must issue  
The Final EHC Plan  
within 20 weeks  
from request.

You must send the Confirmation Slip and the amended Draft Plan with named school back to the LA

If the Draft Plan is amended you will receive an amended Draft, which needs to be checked again and agreed within 15 days from receipt.