

The Plan



The Final draft should be issued over the next **3 weeks**.

If, when you receive the plan you are unhappy with any of it, you can appeal. Details of how to do this will be in the letter that accompanies the plan.

When is the Plan Reviewed?

The plan should be reviewed within the next **12 months**.

If the child is under 5, within the next **6 months**

Sometimes a plan may need to be reviewed earlier if there has been a significant change. These are sometimes called Emergency Annual Reviews.

If you have any questions around any of the above, please do get in touch

Time-frames

Step 1 Time to get to know your child – approx. 1 term is helpful	Gathering a case and making an application for an EHCP It may take a little time for staff at school to get to know your child in order to contribute effectively to this process
Step 2 6 weeks	The Local Authority review your application and decide whether they will carry out an assessment of need
Step 3 6 weeks	The Local Authority gather further information and decide if they will draft an EHCP
Step 4 2 weeks	If yes, the Local Authority issue a draft EHCP
Step 5 2 weeks	You, as parents and school, (and anyone else who contributed to the EHCP) has a chance to make any comments or changes to the EHCP At this point you may like to name your preferred school
Step 6 2 weeks	The Local Authority consult the school to see if they feel they can meet your child's needs and has space for them. The school responds to them.



Educational, Health & Care Needs Assessment



First steps

The EHC (Education, Health and Care) Needs Assessment is the first step in getting an EHC plan. The plan is a legally binding document which outlines what additional support and funding your child will get whilst in education.

All children of statutory school age attending Thomas Wolsey Ormiston Academy require an EHCP.

Many children attending the nursery will not yet have an EHCP. They may however, be undergoing an assessment for one. Your child may be one of these children. To be considered for a place in Thomas Wolsey assessment nursery, they will have already been identified as having additional needs by the Local Authority.

The application for an EHC Assessment of Need starts with a letter of application to the Local Authority, accompanied by any paperwork that supports the application.



Next Steps

The Local Authority has **6 weeks** to reply. Once they have agreed to carry out an assessment they will then seek further information to help decide whether to put an EHCP in place.

They will gather further information from:

The child and their parents

The school

A social care representative

A health representative

An educational psychologist

Any other professional who may be appropriate

Responding to the Assessment

The Local Authority has a further **6 weeks** to gather all the information and decide whether or not to draft an EHCP.

As a parent, you should receive the first draft of the plan over the next **2 weeks**. Anyone who has provided information for the plan will also get a draft copy.

You then have **2 weeks** to make any comments or changes and name the school you would like named in the EHCP. The Local Authority then consult with Thomas Wolsey, (or any other schools you have named) to see if they can meet your child's needs and if it's the right setting for them.

Any schools consulted have **2 weeks** to get back to the Local Authority who will in turn, get back to you.

