

11. Education health and care needs assessment

An education, health and care (EHC) plan is a collaborative and personalised plan for children and young people aged 0 - 25 who need a greater level of support than what is available to them via SEN support. (Special Educational Needs support.)

An education, health and care plan (EHCP) is a legal document that identifies the special educational, health and social care needs of a child or young person. It describes the additional support that will be provided to help meet their needs and explains how this level of support will help them to make progress and achieve their goals.

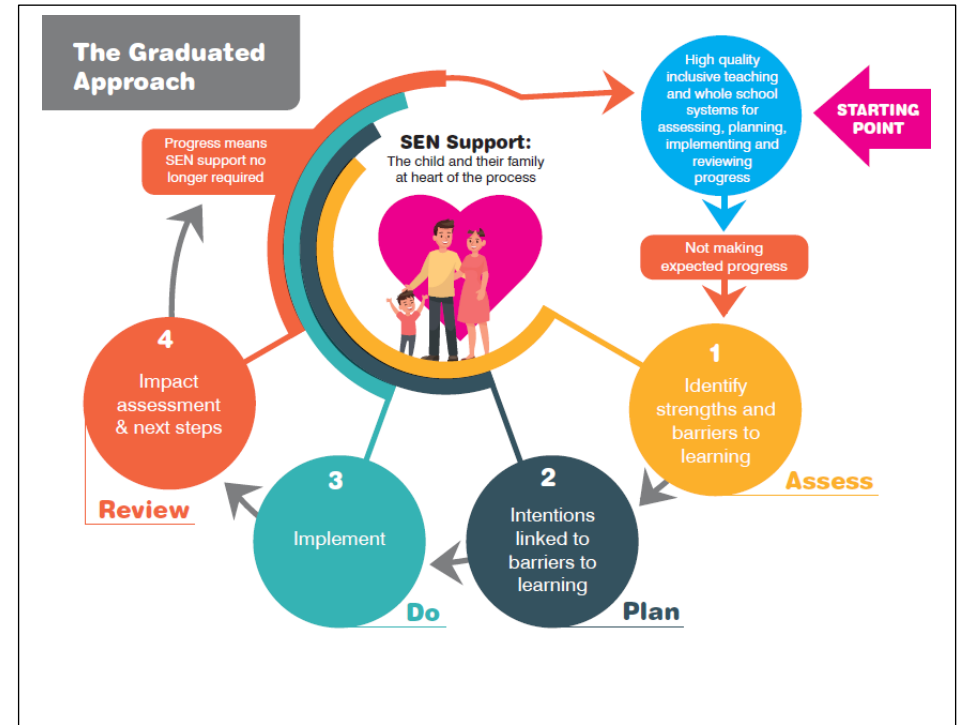
The first step towards gaining an education, health and care plan for a child or young person is to submit a request to Lancashire County Council for an **EHC needs assessment**.

An EHC needs assessment can be made by:

- Parents
- Family friends
- Doctor
- Health visitors
- Teachers

Where parents make the application, school will be approached by the local authority and asked to provide any further evidence such as recent assessment data, targeted learning plans and/or other professional reports from external agencies such as speech and language, occupational therapist and specialist teachers.

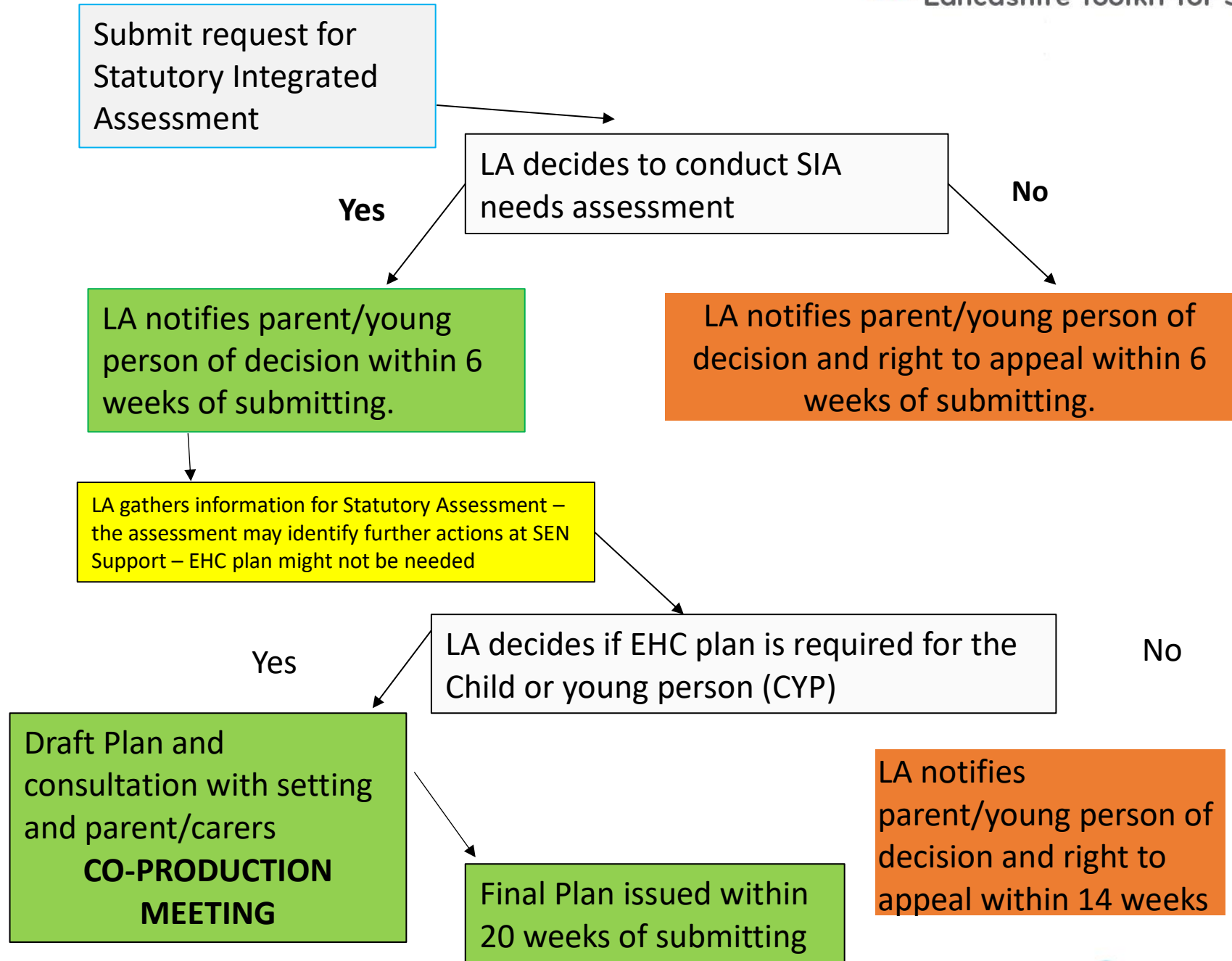
Remember: clear evidence of the Graduated Approach at SEN Support must be present and up-to-date in order to apply for an EHC needs assessment.



After a request is made, there are three decisions that will occur:

1. A decision to go ahead with an EHC needs assessment or not
2. A decision to issue an EHC Plan or not
3. A decision to develop and agree an EHC plan.





11.1. A Collaborative approach:

If a request has been made, the local authority **must** inform parents and the CYP's educational provider that an EHC needs assessment is being considered.

A named special educational needs and disabilities officer (SENDO) and a caseworker will be allocated to the child or young person's EHC needs assessment. Both of these workers will be available to guide both parents/carers and educational settings through the process, answering questions and providing further support.

Within 6 weeks of receiving an EHC needs request, there will usually be an opportunity for parents to meet with your SENDO. This meeting is called a person-centred planning meeting and will be a chance to consider:

- hopes, aims and aspirations for the future
- strengths and needs
- support already in place
- what works well and what could be better
- what else may be needed
- outcomes/preparing for adulthood



A team of professionals will consider the request, this will usually include:

- a head teacher or SENDCO
- local authority officers, including the inclusion manager for the area
- a specialist teacher
- an educational psychologist
- a social worker
- a health professional

This is called the **EHC Needs Assessment Panel**.

They will consider the child or young person's special educational needs and the support to meet their needs, including what is already in place.

Within 6 weeks of receiving a request for an EHC needs assessment, the local authority will inform parents and educational setting of their decision. This will either be to go ahead with an assessment or to continue with SEN Support. The reasons for the decision will be shared with both parties.

11.2. The EHC needs Assessment

The EHC needs assessment will consider the child or young person's needs.

The local authority will ask for advice from:

- parents and carers
- child or young person
- the nursery, school or college
- specialist teachers
- medical and health professionals
- an educational psychologist
- social care professionals

Everyone has **6 weeks** to provide the advice.

The local authority will consider the views, wishes and aspirations from the child, parents and/or carers.

They will also ask advice from other professionals about:

- education, health and care needs
- support required to meet these needs

The EHC Needs Assessment Panel will consider all the information and make a decision about issuing an EHC plan.

A decision to **issue an EHC plan** will be made if the panel agrees more specialist support is needed.

A decision **not to issue an EHC plan** will be made if the panel agrees the support can be provided within the resources usually available in a mainstream nursery, school or college.



The decision will be made within 16 weeks of the request being received.

After the assessment, a draft EHC plan will be shared with parents and the CYP's educational setting to comment on before the plan is finalised. There is then a 15 day window for any comments to be made regarding the plan.

Parents/carers can also request a particular nursery, school or college. The local authority will talk to the nursery, school or college and they are expected to reply within 15 days.

The final EHC plan will be issued within 20 weeks of the original request.



11.3. Annual Reviews:

EHC plans should be used to monitor children and young people's progress towards their outcomes and longer-term aspirations. They must be reviewed by the local authority at least every 12 months.

The educational setting of the CYP will normally arrange and conduct the annual review and invite parents/carers and other relevant professionals to contribute advice towards the meeting and attend the review if possible.

It is good practice to give all parties involved within the annual review at least 4 weeks' notice. Parents and all professionals involved with the child or young person will be asked to provide updated information.

Sharing all advices prior to the annual review taking place is important to provide parents and carers the opportunity to read over and process additional information.

CHECKLIST FOR ANNUAL REVIEWS:

- ✓ Set a date for the annual review to take place – 12 months after the last annual review took place (**REMEMBER: annual reviews can take place before the 12 month review window and children under 5 years old should have an annual review every 6 months.**)
- ✓ Gather child or young person's view on their education and learning
- ✓ Gather parent/carers views
- ✓ Gather professionals advice
- ✓ Inform and invite the SENDO of your educational setting to the meeting
- ✓ Set a date for all advices to be returned to you – allow enough time to enable you to copy the advices and send a copy to everyone attending the meeting, especially parents/carers.
- ✓ Set an agenda for the meeting – this will ensure focus and clear outcomes for the annual review
- ✓ If possible, ask another professional to attend the meeting to record minutes. This will help with completing annual review summary forms following the meeting.
- ✓ Submit a summary report following the annual review to the Local Authority – 2-week timeframe



11.4. The annual review meeting

During the meeting the following will be considered:

- parent views and the views of your child
- progress towards the goals and outcomes in the EHC plan
- the support that is working/not working
- whether the child or young person's special educational needs have changed
- Whether the CYP requires any specialist equipment to help and support their learning

At the end of the meeting everyone will agree some recommendations. Within two weeks a summary report will be sent to everyone who attended the meeting.

Within four weeks of the review, the local authority will write to the educational setting and the parents/carers to let them know of the proposed action. This could be to:

1. keep the plan as it is
2. amend (change) the plan
3. cease the EHC plan, which may be because your child has made progress and their needs can be met

11.5. Amending the plan:

If the local authority is proposing changes to the plan, the SENDO will share these changes with parents/carers and educational setting. They will send an amendment notice and a copy of the current plan with information about the changes that are being

proposed. A request for a meeting with your SENDO to discuss these changes can be arranged.

The amended plan will be sent out as soon as possible and within 8 weeks of the amendment notice. All parties have 15 days to respond to the proposals, from the date you receive the amended EHC plan.



11.6. Early reviews:

If there are any concerns about a child or young person's progress throughout the year, an early review can and should be arranged. Sometimes these are called interim or emergency reviews.

The local authority may also call an early review.

The reasons for an early review could include:

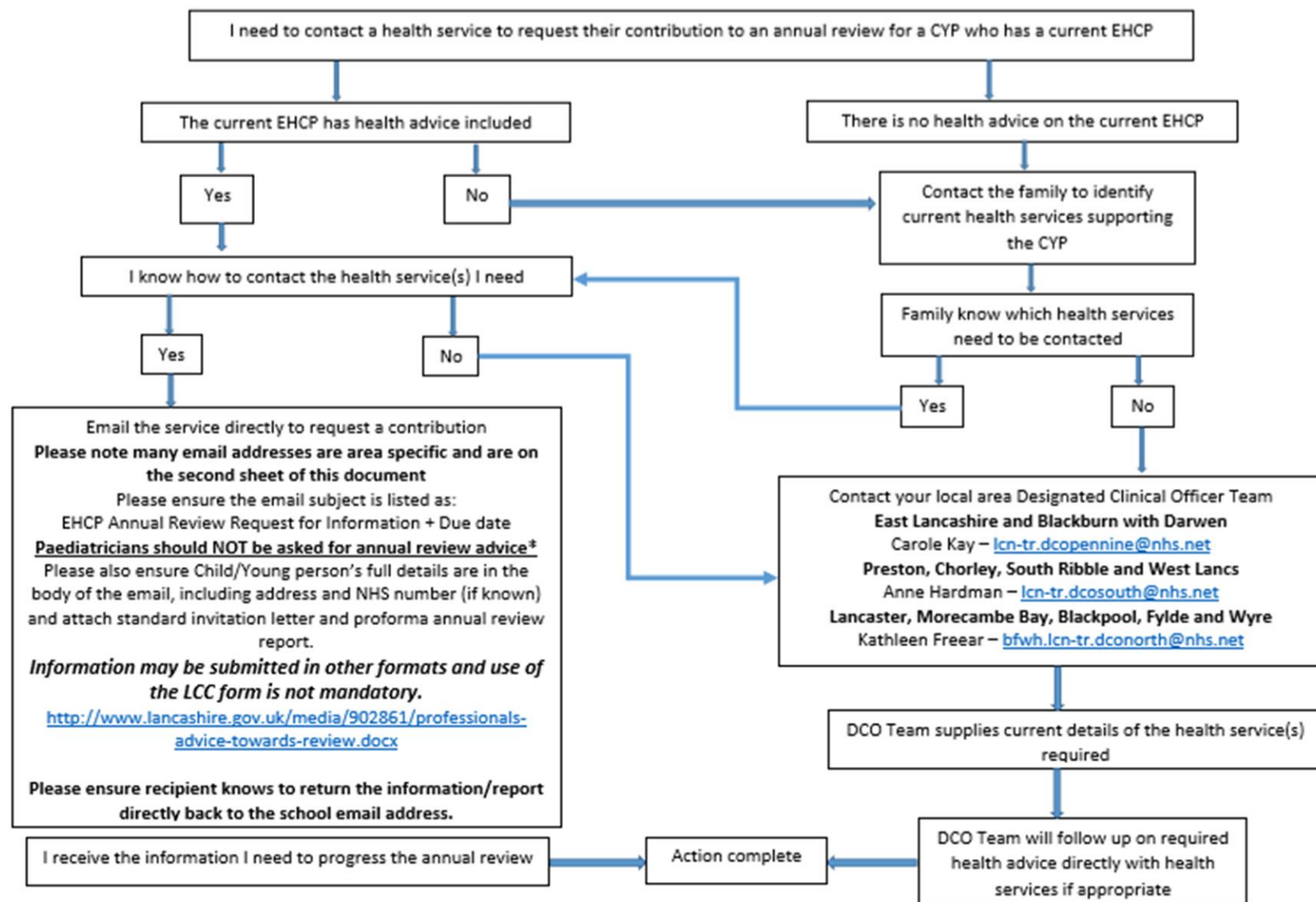
- the child's or young person's education, health or social care needs may have changed and the EHC plan no longer reflects these needs accurately
- the education, health or social care support in the EHC plan isn't meeting the child or young person's needs

11.7. Pathways for Requesting Health Advice for Annual Reviews

Please see below for the relevant pathway guidance for each area.



Pathway for Requesting Health Advice for Annual Reviews for Children and Young People North Area



Pathway for Requesting Health Advice for Annual Reviews for Children and Young People North Area

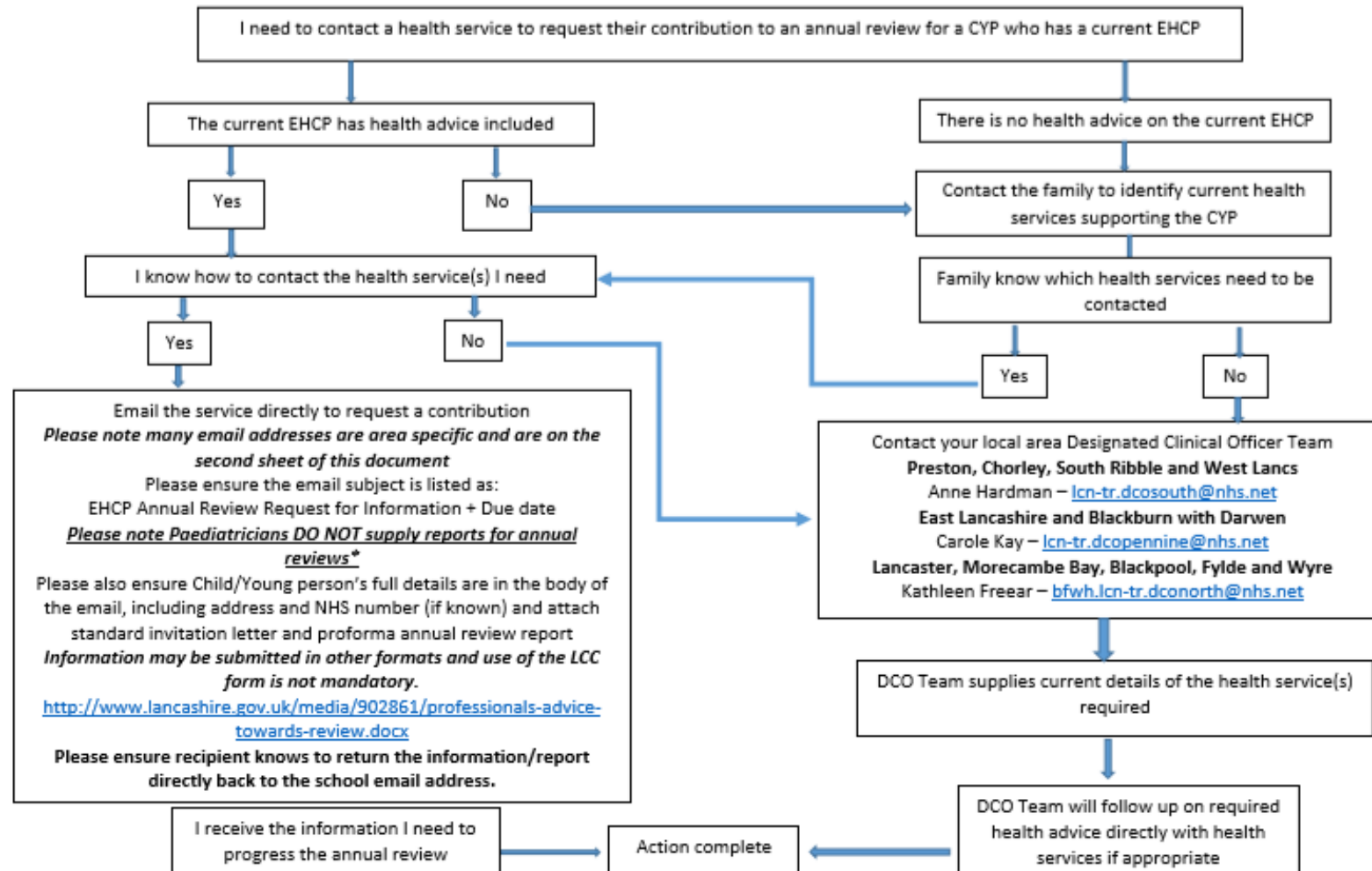
Email addresses table for Annual Review Requests

Service	Email contact address
CAMHS L&M	CAMHSCPS&ADHDSERVICE@lancashirecare.nhs.uk
CAMHS L&M Over 16	ADHD.Admin@lancashirecare.nhs.uk
CAMHS F&W	CAMHSCPS.F&W@lancashirecare.nhs.uk
MBHT Therapy Team- SLT/PT/OT/Childrens Community Nursing/Specialist Child development practitioner/CHS North Audiology	Mbh-tr.ehcp.therapypaeds@nhs.net
MBHT Community Paediatrics*	mbh-tr.ehcp.commpaeds@nhs.net
Universal 0-19 Teams (Health Visitors and School Nurses)	vcl.019.SinglePointofAccess@nhs.net

***Please note that parents should hold a copy of the latest clinic letter from their CYP's Paediatrician and should be able to supply a copy of this to you for their child's review. Paediatricians should not be asked to complete a form for an annual review**



Pathway for Requesting Health Advice for Annual Reviews for Children and Young People South Area



Pathway for Requesting Health Advice for Annual Reviews for Children and Young People South Area

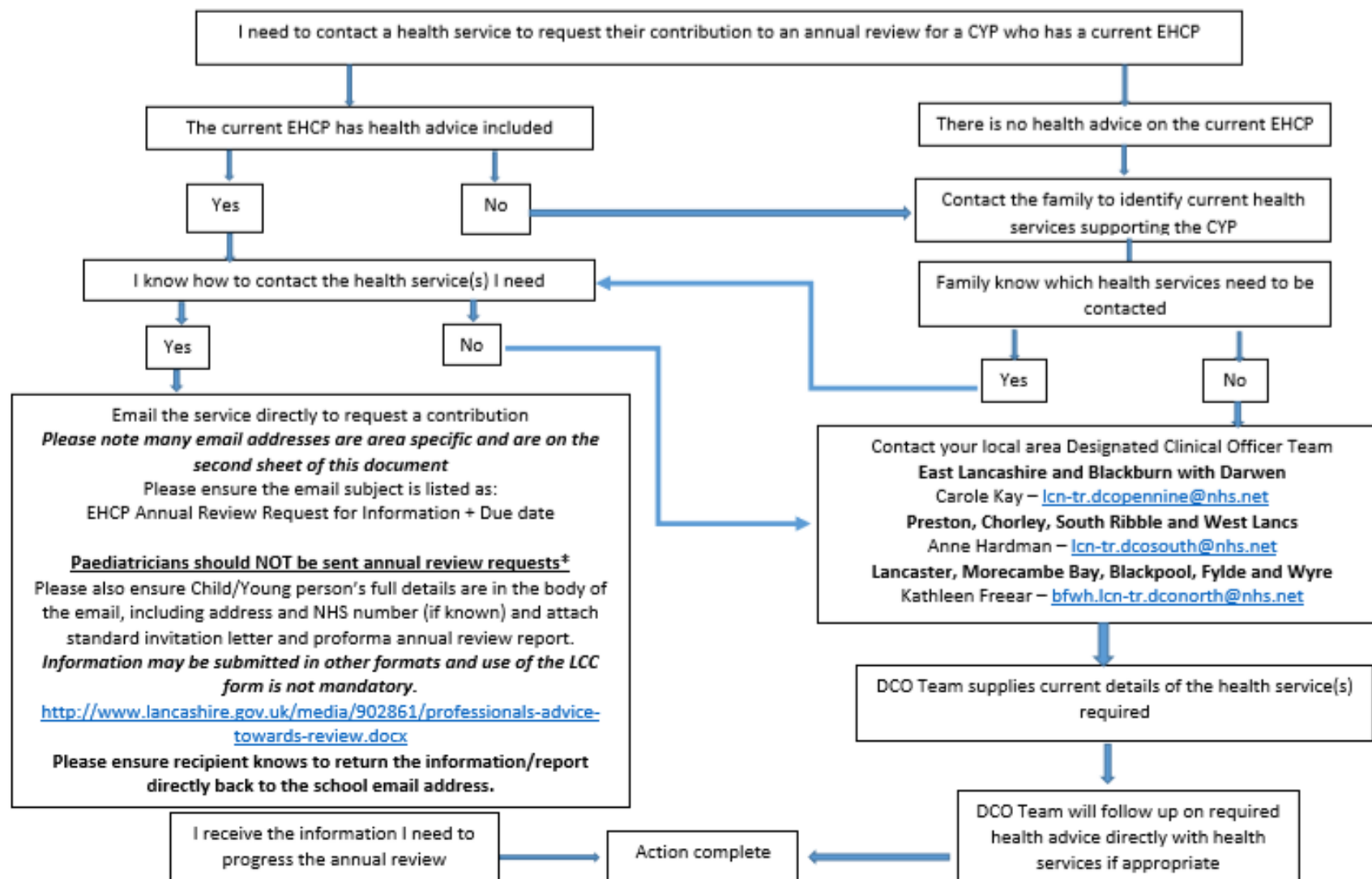
Email addresses table for Annual Review Requests

Service	Email contact address
Audiology (Preston and CSR)	lth-tr.Paediatricaudiology@nhs.net
Audiology (WL- stating this is a West Lancashire child)	ann.mawson@alderhey.nhs.uk
CAMHS and Psychological Services (All areas)	CAMHSCPS.Central@lancashirecare.nhs.uk
Children's Continuing Care and Assessment Team (Preston and WL)	complex.nursing@lancashirecare.nhs.uk
Complex Needs Nursing Team (CSR only) <i>Please send to both recipients</i>	marie.toman@lthtr.nhs.uk and nicola.durham@lthtr.nhs.uk
Children's Therapy Services GP (OT/SLT/Physio)	CITNS.Prestonadmin@lancashirecare.nhs.uk
Children's Therapy Services CSR (OT/SLT/Physio)	CITNS.CSRadmin@lancashirecare.nhs.uk
Children's Therapy Services WL (OT/SLT/Physio)	CITNS.WLadmin@lancashirecare.nhs.uk
Diabetes Team(CSR/Preston)	Carole.McCarthy@lthtr.nhs.uk
Diabetes Team (WL)	michelle.quinn2@nhs.net
Epilepsy Nurses (CSR/Preston) - <i>Please send to both recipients</i>	Karen.O'Neill@lthtr.nhs.uk and Angela.waktare@lthtr.nhs.uk
Epilepsy Nurses (WL)	soh-tr.childrens-epilepsy@nhs.net
Learning Disability and Complex Needs Team (All areas)	LDReferralhub@lancashirecare.nhs.uk
<i>Paediatricians (Chorley, South Ribble)*</i>	lth-tr.broadoakscdc@nhs.net
<i>Paediatricians (Greater Preston)*</i>	childhealth.management@LTHTR.nhs.uk
<i>Paediatricians (West Lancs)*</i>	soh-tr.EHCP@nhs.net
Special Needs School Nursing	ss.nursingteam@lancashirecare.nhs.uk
Universal 0-19 Teams (Health Visitors and School Nurses)	vcl.019.SinglePointofAccess@nhs.net

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Pathway for Requesting Health Advice for Annual Reviews for Children and Young People East Area



Pathway for Requesting Health Advice for Annual Reviews for Children and Young People East Area

Email addresses table for Annual Review Requests

Service	Email contact address
Audiology	paedaud.newreferrals@elht.nhs.uk
Children's Psychology Services	childrenspsych.east@lancashirecare.nhs.uk
Children's Continuing Care and Assessment Team (Children's Complex Needs Nursing)	complex.nursing@lancashirecare.nhs.uk
Children's Therapy Services BP (OT/SLT)	CITNS.B&Padmin@lancashirecare.nhs.uk
Children's Therapy Services HRVR (OT/SLT)	CITNS.HRVAdmin@lancashirecare.nhs.uk
Dieticians	dietitians@elht.nhs.uk
ELCAS	Jo.Hardy@elht.nhs.uk Paula.Fallows2@elht.nhs.uk
Epilepsy Nurses	Denise.Murray2@elht.nhs.uk
Learning Disability and Complex Needs Team	plds@lancashirecare.nhs.uk
Paediatrics*	SENDRequests@elht.nhs.uk
Physiotherapy	Paeds.Physiotherapy@elht.nhs.uk
Special needs school nursing	ss.nursingteam@lancashirecare.nhs.uk
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