



Standard operating procedure [SOP 1.0]  
Derby City – Local Area SEND  
Education, Health and Care Assessment and Plan

LMBL



Derby City Council

# Purpose

Most children and young people with SEN or disabilities will have their needs met within local mainstream early years settings, schools or colleges. Some children and young people may need an Education, Health and Social Care (EHC) needs assessment for the local authority to decide whether it needs to make extra support available through an EHC plan.

The purpose of an EHC plan is to make sure the child or young person gets the best possible outcomes for them across education, health and social care and, as they get older, prepare them for adulthood.

The EHC assessment process can take up to 20 weeks, and in some cases longer. It is hoped that this document will support your understanding of what happens during an EHC needs assessment.

A version of this document has also been created for professionals involved in this process so that everyone knows what is expected from them and can support you to understand where you are in the process.



# The EHC Assessment journey

Click on each box to open up more details about what happens at that stage of the process  
Use the  icon to get back to this home page

*Request for assessment can be made by the parent/carer or by a professional on their behalf (often the school)*

Week 0

## PANEL MEETING

*A decision must be made and shared with the parent/carer whether a full assessment will be carried out*

Week 6

## PANEL MEETING

*A decision must be made and shared with the parent/carer whether a EHCP will be drafted*

Week 16

*A final plan must be issued*

Week 20

Week 1-5

*EHCP team will contact professionals from social care, health and education for information about their involvement with the child*

Week 7 - 15

*Relevant professionals depending on the needs of the child will be asked to produce a written assessment of the CYP needs, outcomes and likely provision needed*

Week 16 - 20

*A plan must be drafted and shared with the parent/carer and prospective schools to agree the content, including the right school or setting*

**LMBL**



Derby City Council

# 1. Request for assessment



Requests for an education, health and care (EHC) assessment can be made either by you or on your behalf, by your school, or by another organisation of you give them your consent.

You can get help to submit a request from [SENDIASS](#)

The school will always be contacted as part of the request so we would suggest that you discuss any plan to request an assessment with them before you submit any paperwork yourself.

You don't have to complete one of our request forms, but it will help our decision making as it will ensure that we have all the information that we need. You can submit as much or as little information as you like with the request.

Requests can be sent to the team on:

- [EHCP@derby.gov.uk](mailto:EHCP@derby.gov.uk)
- SEND Admin Team, Derby City Council, Council House, Corporation Street, Derby DE1 2FS

When we receive a request for assessment from you or someone else on your behalf, an allocated EHCP officer will contact you to talk through the process and to understand your hopes for the process. That officer will be your point of contact for the process and will let you know how you can contact them.

## Week 0

How to request an assessment and what to expect when one is submitted

## Documents:

[EHC needs assessment request form for parents](#)

[Request for parental views when a school or other professional has made the assessment request](#)

[Child's hopes and wishes form](#)



Derby City Council

# 2. Stage 1 Information gathering



The information provided as part of the assessment request will be reviewed and we will make then contact other professionals working with your child. We will do this through agreed single points of contact within health and social care. We will ask these services to share information about their current involvement with your child and any recent involvements within the past 12 months.

We will always contact (by secure email):

- Education Psychology
- Behaviour Support
- STePS Team
- Derbyshire Healthcare NHS Foundation Trust
- University of Derby and Burton NHS Trust
- Derbyshire Community Health Services Trust
- Social care and early help
- Current school SENCO – Where the school made the initial request, contact will still be made to request any additional information
- Previous school SENCO – Where the child or young person has transitioned within the past 6 months

These services are asked to respond to us within 15 days.

Week 1 - 5

Contacting professionals who know your child

Documents:

LMBL



Derby City Council

# 3. Stage 1 decision whether a statutory assessment is required



Once we have received responses from all relevant services, your child's request will be considered by a multi-agency panel.

EHC Assessment panel meetings are held online every week. Panel members will have access to all the documentation gathered so far as part of the [request](#) and [stage 1 information gathering stage](#).

Where panel agrees to a statutory assessment it will clearly state on what grounds it meets the requirements, and in which areas of need it meets agreed local thresholds.

Where panel does not agree that an assessment is needed, a reason will be provided and advice for the education setting and/or parent will be given.

Your allocated EHCP Officer will call you within 48hrs of the decision to explain the reason for the decision and the next steps. If your child is over 16 we might also contact them.

Email confirmation will also be sent to the child's school/setting (via the SENCO) to confirm the decision.

This decision is appealable, and we will tell you how you to contact mediation services if you don't agree with the outcome

## By week 6

A decision must be made and shared with the parent/carer whether a full assessment will be carried out

## Documents:

[How our assessment panel works](#)



Derby City Council

# 4. Stage 2 information gathering



As part of the full assessment process, we will ask the services that already know your child, or any others identified in stage 1, for more information. This contribution won't always mean a full assessment but should include an updated summary of the needs of the child, what outcomes are appropriate for them to achieve in the next year and longer term, and what provision/support they will need.

We will always contact (by secure email):

- Education Psychology
- STePS Team
- Derbyshire Healthcare NHS Foundation Trust
- University of Derby and Burton NHS Trust
- Derbyshire Community Health Services Trust
- Social care and early help
- Current school SENCO

Services are asked to respond to us within 6 weeks. Some of these providers will need to contact you directly if they need your input or to do any direct work with your child.

Sometimes, assessments will have already happened as part of the graduated response, and we will use these if they have taken place within the past 18 months

## Week 7 - 15

Relevant professionals depending on the needs of the child will be asked to produce a written assessment of the CYP needs, outcomes and likely provision needed

## Documents:



# 5. Stage 2 decision whether an EHC plan is required



EHC Assessment panel meetings are held online every week. Panel members will have access to all the documentation gathered so far including:

- [The request](#)
- [Stage 1 information](#)
- [Stage 2 assessments](#)

Where panel agrees that EHC plan is needed, it will clearly state on what grounds it meets the requirements and will set out recommendations to the plan writer on any gaps in information.

Where panel does not agree that an EHC plan is needed, reasons will be provided and advice for the education setting and/or parent will be given.

Your allocated EHCP Officer will call you within 48hrs of the decision to explain the reason and the next steps. If your child is over 16 we might also contact them.

Email confirmation will also be sent to the child's school/setting (via the SENCO) to confirm the decision.

This decision is appealable, and we will tell you how you to contact mediation services if you don't agree with the outcome.

## By week 16

A decision must be made and shared with the parent/carer whether a EHCP will be drafted

## Documents:

[How our assessment panel works](#)

LMBL



Derby City Council

# 6. The draft EHC plan

The EHC plan will be drafted as soon as possible after the decision that one is needed. The EHCP officer will review the information received through:

- [The request](#)
- [Stage 1 information](#)
- [Stage 2 assessments](#)

When the draft plan is ready to be sent to you, the EHCP Officer will call you to discuss it. The part that names the school or setting that your child will attend (section I) will always be blank in the draft EHC plan.

The draft plan will be sent to you by post, and if requested by secure email. The EHC plan will be sent with a feedback form so you can tell us about any changes you might want to make. We will also send all the reports used to draft it (these are referred to as the appendices).

The EHCP Officer will be available to meet with you during the draft stage if you want to.

We will also talk to you at this point about [personal budgets](#).

## Week 16 -20

A plan must be drafted and shared with the parent/carer and prospective schools to agree the content, including the right school or setting

## Documents:

- [Parent guide to the draft plan](#)
- [Plan template](#)
- [Feedback form](#)



# 6. Agreeing a placement



The draft EHC plan will be shared with appropriate settings. We will always consult with your preferred school/setting.

Where you have a preferred mainstream school/setting, we will consult with:

- Your preferred school or setting, and
- Your (local) catchment mainstream school (if different) or education provider

If your preference is for a specific school/setting, we will consult with:

- Your preferred special school/setting
- Your (local) catchment mainstream school (if different) or education provider
- An alternative special school appropriate to the area of need (where one exists)
- An appropriate enhanced resource provision

Each school/setting will be given 15 days to respond.

If you are asking for a specialist placement or, where the EHCP Officer is recommending a specialist placement, the final decision will be made at Resource Allocation Panel (RAP).

The decision from RAP will be communicated with you and the school/setting, via a phone call within 48 hours of the panel decision being confirmed. We might also contact your child directly to discuss this if they are over 16 years old.

## Week 16 -20

A plan must be drafted and shared with the parent/carer and prospective schools to agree the content, including the right school or setting

## Documents:

[Parent guide to the draft plan](#)

[Plan template](#)

[Feedback form](#)



# 7. The final plan



Once all changes to the plan have been agreed we will send a final version.

A final plan is issued by post in all cases to the parent and shared with:

- The current and/or prospective school setting
- Relevant health providers
- Relevant social care teams via the allocated worker or initial response (if applicable)

Health providers and social care teams will add an EHCP flag to their recording systems to ensure that everyone working with your child knows that they have a plan.

You should keep a copy of this plan as it will be reviewed each year or more often if needed.

**By week 20**

A final plan must be issued

**Documents:**

LMBL



Derby City Council

# About this document

	Approved by	Revision date	Description of changes	Author
1.0		10/12/2020	Initial draft in accordance with the specific requirements as set out in the written statement of action	Daniel Marson
1.1		16/05/2021	Input from social care and health providers added to the document	Daniel Marson
2.0	Local area delivery group		Approval of draft – published on the local offer	Daniel Marson

