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| **Timeline** | **Timeframe to complete** | **Activity** | **Responsibility** | **Documentation** |
| Prior to submission |  | School complete **My Support Plan**Reports and assessments to be completed as appropriate by supporting agencies as part of this process | SchoolAgencies eg. EPS, CIAT, BSS | My Support PlanReports |
| Day 1 | N/A | Request to assess received from school/college or parent. To include **My Support Plan** plus other relevant documents/reports | School / Parent | My Support PlanCovering Letter |
|  | 2 weeks | Prepare for panel – request to assess * SEN Caseworker to contact parent to establish working relationship and explain process
* Notification letters sent to parents, school and agencies
 | SENART Casework/SEN officerSENART Statutory Framework officerSENART Panel officer | My Support PlanPanel cover sheetAny appropriate documentationLetter to parents |
| 2 weeks |  | EHC Panel – **request to assess / refusal**EHC panel meets weekly and requires papers to be with SENART by end Tuesday prior to panel | EHC Panel | EHC Panel outcome |
|  |  | Outcome of panel shared with parents and schoolIf **yes** process progresses – letter to parents to explain processIf **No** process stops – letter to parents and referrer to explain reasons for rejection and right to appeal | If Yes SENART Statutory Framework officerIf No SENART Casework/SEN officer | Outcome Letter |
|  | 6 weeks | Statutory Assessments Requested if not initially contained with MSP | SENART Statutory Framework officer  | Request letter |
|  |  | Multi-agency EHCP Meeting Arranged for within 10 weeks of EHC Panel date request to assess | SENART Assessment report officer |  |
|  | 4 weeks | Draft EHCP completed prior to multi-agency meeting | SENART Casework/SEN officer | EHCP |
| 12 weeks | max 10 weeks from request to assess agreed at panel | **EHC Multi-agency meeting** to write EHCP and complete outcomes. Person centred and outcomes focused. * To consider if a plan is required based on assessments
* Personal budgets must be discussed
* Parent indication of provision to be sought
 | Chaired by SENCO, arranged by SENARTTo invite all involved including parent, child, school, EP, other named services | EHCP |
|  | 2 weeks | Prepare for panel – time required to finalise and complete documentation from multi-agency meeting | SENART Casework/SEN officerSENART Panel officer | EHCPPanel cover sheet |
| 14 weeks |  | **EHC Panel** * to agree whether to issue EHCP and allocate element 3 funding
 | EHC Panel | EHC Panel outcome |
|  | 1 week | Amendments to EHCP following panel | SENART Casework/SEN officer |  |
|  | 1 week | Outcome of panel progressed:If **yes** process progresses to parent & school consultationIf **No** process stops – letter and call to parents and referrer to explain reasons for rejection and right to appeal | If Yes SENART Statutory Framework officerIf No SENART Casework/SEN officer |  |
| 17 weeks – completed concurantly | 15 calendar days | Parent/young person consultation * To include copy of EHCP and cover letter
* To include further discussion re personal budget
* To agree preference

It is anticipated that this will take less time due to the multi-agency meeting | SENART Statutory Framework officer supported by SENART Casework/SEN officer where issues of concern | EHCPCovering letter |
| 15 calendar days | School consultation prior to naming in EHC plan | SENART Statutory Framework officerSchools | Consultation requestEHCP |
|  |  | Amendments made if required in consultation with parents* Plan finalised
* School agreed
* Agreed resources finalised between agencies
* Resources allocated as per personal budget where required
* Parents advised of right to appeal
 | SENART Casework/SEN officer | EHCP |
| 20 weeks |  | Final EHCP issued |  |  |