

**KIRKLEES COUNCIL**  
**EHC ASSESSMENT AND PLANNING FLOWCHART & TIMESCALES**

Request for assessment received / child or young person brought to the attention of the LA

Send out notice letter to parents/young person and inform relevant parties

SEN Team carry out parent visit. Include involvement of keyworker  
*(Before or after Panel)*

SEN Panel  
 (Held 2 weekly)

**Decision to undertake EHC assessment**

**Decision not to undertake EHC assessment**

Notify parents/young person of decision not to assess and right to appeal

Notify parent/young person of decision. Gather information for EHC assessment

Arrange support planning meeting (informed by parent preference of venue and attendees)

Information received and circulated

Version 1 of draft plan sent to parents and all professionals who provided advice/attending support planning meeting

Version 1 of draft plan changed after support planning meeting discussions

Support planning meeting held to develop the plan

SEN Panel signs off EHC Plan/ Support Plan

**EHC Plan agreed**

Draft EHC plan sent to parents/young person. Parents/young person have **15 calendar days** to respond. Draft EHC plan also sent to educational institution before naming them in the EHC plan. They also have **15 calendar days** to respond.

**EHC plan not considered necessary. Support Plan agreed**

**Support Plan sent to parents/young person with right of appeal**

Following consultation with the parent/young person, the draft EHC plan is amended where needed. The **final EHC plan** is issued and rights of appeal given

