

# Easy Read List: Education Health and Care Plan (EHCP) Assessment

## Do you need extra help at school or college?

If you are 25 or under and find learning hard, you might get extra support.

If this support is not enough, you can ask for an **Education, Health and Care Plan (EHCP) assessment**.

This helps decide if you need more support and what that support should be.

## How to ask for an assessment

You can ask the **Local Authority (LA)** to do an assessment.

You can do this by **phoning, writing a letter, or filling in a form**.

The form is on the **Local Offer website**.

If you are under 16, your **parent or carer** can ask for you.

If you are 16 or over, **you can ask yourself**.

## What happens next?

### 1. The LA looks at your request.

They have 6 weeks to decide if they will do an assessment.

If they say no, you can challenge their decision.

### 2. The LA does an assessment.

They talk to people who know you, like your school, doctor, or other professionals.

They look at all the information to see what support you need.

### 3. The LA makes a decision.

If they agree, they will make a draft plan and send it to you.

If they do not agree, you can challenge their decision.

## Your Education, Health and Care Plan (EHCP)

The draft EHCP will say **what help you need and who will provide it**.

You have **15 days** to say if you want any changes.

Once the final EHCP is ready, the **LA must send it to you within 20 weeks** of your request.

The LA will then **provide the extra support** you need.

## Important things to know

An EHCP is a **legal document**. This means everything in it **must happen**.

Your EHCP will be **checked every year** to make sure it is still right for you.

The LA must **help you understand** your EHCP and make your own decisions.

Your EHCP will also help you get ready for **adulthood**.

You can **write, draw, or ask someone to help you** say what you want in your EHCP.

