### ****Your EHCP Timeline: A Step-by-Step Guide****

#### **Step 1: Request Received (Week 1)**

* **Date:** [Space to write the date]
* **What happens?** The Local Authority (LA) receives your request for an Education, Health, and Care (EHC) needs assessment.

#### **Step 2: Decision to Assess (By Week 6)**

* **Date:** [Space to write the date]
* **What happens?**
	+ The LA must decide whether to carry out the EHC needs assessment.
	+ They consider:
		- If your child or young person has, or may have, special educational needs.
		- If further provision is necessary through an EHCP.

#### **Step 3: Draft Plan Issued (By Week 16)**

* **Date:** [Space to write the date]
* **What happens?**
	+ If the LA agrees to issue an EHCP, they will send you a draft plan.
	+ You have **15 calendar days** to:
		- Comment on the draft.
		- Request changes.
		- Request a school to be named in the plan.

#### **Step 4: Consultation with School (Weeks 16-18)**

* **What happens?**
	+ The LA consults with the school or educational setting about being named in the plan.

#### **Step 5: Final EHCP Issued (By Week 20)**

* **Date:** [Space to write the date]
* **What happens?**
	+ The final EHCP must be issued and sent to you.
	+ The named educational setting must begin delivering the provision immediately.

### ****What if the Request is Refused?****

If the LA decides not to assess or issue an EHCP:

* **Contact the Local Authority** to discuss the decision.
* **Request a meeting** with the school or college to explore available resources.
* **Appeal to the SEN Tribunal.**
* **Contact Shropshire IASS** for independent advice and support.

### ****Key Points to Remember:****

* You have the right to comment or request changes to the draft plan.
* If the LA doesn't stick to the timeline, it may be due to:
	+ Missed appointments.
	+ Absences from the area for over 4 weeks.
	+ Exceptional personal circumstances.

### ****Need Help?****

Contact Shropshire SENDIASS:

* **Phone:** 01743 280019 (10am–4pm, Monday–Friday)
* **Email:** iass@cabshropshire.org.uk