



Education, Health and Care Plans

Following an increase in enquiries around Education, Health and Care plans, we have produced a list of resources and services to help Parent Carers understand the process.

What is an EHCP?

An education, health and care plan (EHCP) is a legal document which sets out the education, health and social care needs of a child or young person for whom extra support is needed in the educational setting, beyond that of which they normally provide. The plan will focus on outcomes (what the child or young person wants to achieve) and what's needed to achieve those outcomes. Families and professionals work together to consider the outcomes they would like to see and how best to meet them.

[Information on EHCP's](#)

What sections are in an EHCP?

- A: Your child's views, interests, and aspirations.**
- B: Their special educational needs (SEN).**
- C: Health needs related to SEN or a disability.**
- D: Social care needs linked to SEN or a disability.**
- E: Planned outcomes for your child.**
- F: Specific educational support needed.**
- G: Health provision required.**
- H1: Social care provision for those under 18.**
- H2: Additional social care provision related to SEN.**
- I: The name and type of school or college.**
- J: Details of any personal budget.**
- K: Evidence gathered during the EHC needs assessment.**

**EHCP Template
0-15 years**

**EHCP Template
Post 16**



Education, Health and Care Plans

What is an Annual Review?

An EHCP (Education, Health and Care plan) annual review is a legal requirement, occurring at least once a year, to assess a child's progress and ensure their EHCP remains relevant and effective. It involves reviewing the plan, its outcomes and targets, and considering whether changes are needed. The process includes a meeting with all relevant parties, including the child or young person, their parents or carers, and professionals involved in their support.

The purpose of an annual review is:

- To check if the EHCP is still appropriate and effective in supporting the child's needs and progress.
- To review the child's progress against the outcomes and targets outlined in the EHCP.
- To identify any changes in the child's needs, whether in education, health, or social care.
- To decide whether the EHCP needs to be amended, remain the same, or be ceased.
- To prepare for transitions, particularly from primary to secondary school, or from school to post-16 education.

Your local authority (LA) must complete the first review of your child's EHC plan within 12 months of the EHC plan being finalised. Subsequent reviews must be completed within 12 months of the previous review.

The following steps must take place in an annual review:

Your LA must consult with you (and with the school or institution being attended if there is one) about the EHC plan, and take account of your views, wishes and feelings.

An annual review meeting must take place to discuss the EHC plan.

Information must be gathered from you as well as from professionals about the EHC plan and then circulated two weeks before the meeting.

After the meeting a report of what happened must be written and sent to everyone who went to the meeting or provided information to be discussed.

After the meeting the LA reviews the EHC plan.

The LA must notify you of its decision within four weeks of the meeting.

All of these steps – not just the meeting – must be followed in order for an annual review to be completed.

IPSEA– EHCP Checklist

IASS– EHCP Support



Education, Health and Care Plans

Can Local Authorities have their own timescales for EHCP's?

No, local authorities don't have their own, separate timescales for issuing Education, Health and Care (EHC) plans. The legal timeframe for completing an EHC needs assessment and issuing a final plan is 20 weeks from the date of the initial request, this is a statutory requirement.

Are there times when Local Authorities can go over the 20-week deadline?

The only time the LA is legally allowed to miss this deadline is if meeting the deadline is impractical (so not reasonable or possible) due to:

- the LA requested advice as part of the EHC needs assessment from the nursery, school or college attended by your child or young person during a time when it was closed for a period of longer than 4 weeks (such as in the summer holidays), or in the week immediately before such a closure, and this delayed the process
- exceptional personal circumstances affected you or your child, or your young person, during that time period, or
- you or your child, or your young person, were absent from the LA's area for a continuous period of not less than 4 weeks during that time period.

The law remains the law – even when there are staff shortages– not having full staffing is not a lawful reason to go over the 20-week deadline.

Certain people and bodies (such as a local NHS service) asked for information and advice must respond within six weeks. This is set out in SEND Regulation 8(1) and paragraph 9.52 of the Code. The only exceptions to this are if:

- during that six week period, exceptional circumstances affect you or your child
- you or your child are away for a continuous period of not less than four weeks, or
- you fail to keep an appointment for an examination or a test.

Your LA must either decide not to issue an EHC plan within 16 weeks of the date your EHC needs assessment request was received, or (if a plan is to be issued) to issue a final EHC plan within 20 weeks of that date. These are legal duties which must be complied with. There are a few minor exceptions to these deadlines, but they cannot be avoided because there is a long waiting list or because there are staffing shortages. Resource issues is not one of these exceptions.

IPSEA– EHCP Timeline



Education, Health and Care Plans

Frequently Asked Questions– Annual Reviews

We have recently received a high volume of enquiries around EHCP annual reviews and information that is being changed in plans.

We have received my child's draft plan following an annual review. In the summary of needs, they have crossed out their diagnosis and listed their needs as independent living, health and further education and employment. Is this right?

No, as per legislation, the SEND Code of Practice identifies four primary areas of need that should be considered when assessing and planning for children and young people with Special Educational Needs and Disabilities (SEND). These are: Communication and Interaction, Cognition and Learning, Social, Emotional and Mental Health, and Sensory and/or Physical Needs.

Identifying Primary area of need

My child's plan has gone over the 20-week timeline. We have been informed this is due to staff shortage, is this legal?

No, legislation is clear that the only time the LA is legally allowed to miss this deadline is if meeting the deadline is impractical (so not reasonable or possible) due to:

1. the LA requested advice as part of the EHC needs assessment from the nursery, school or college attended by your child or young person during a time when it was closed for a period of longer than 4 weeks (such as in the summer holidays), or in the week immediately before such a closure, and this delayed the process
2. exceptional personal circumstances affected you or your child, or your young person, during that time period, or
3. you or your child, or your young person, were absent from the LA's area for a continuous period of not less than 4 weeks during that time period.

Is there a timeline for Annual Reviews to be carried out?

Your local authority (LA) must complete the first review of your child's EHC plan within 12 months of the EHC plan being finalised. Subsequent reviews must be completed within 12 months of the previous review. Amending EHC plans must be completed within 12 weeks of the Annual Review meeting. A draft Amended EHC plan must be issued within 4 weeks of the Annual Review meeting and a Final Amended EHC plan issued within 12 weeks

IPSEA– Annual Reviews



Education, Health and Care Plans

We have received a draft plan and we have been told all outcomes in Section E must be focused on Education?

outcomes should be across education, health and social care and should not just focus on educational achievement.

Section E EHCP outcomes are created to secure the best possible outcomes for a child or young person. The outcomes section is heavily influenced by Section A (aspirations), Section B (individual needs) and Section F (provision). Tying all sections together, Section E outcomes guide if the child has made the intended progress.

The SEND code of practice states:

9.61- EHC plans must specify the outcomes sought for the child or young person. Outcomes in EHC plans should be SMART (specific, measurable, achievable, realistic, time-bound).

9.66 - An outcome can be defined as the benefit or difference made to an individual as a result of an intervention. It should be personal and not expressed from a service perspective; it should be something that those involved have control and influence over, and while it does not always have to be formal or accredited, it should be SMART.

The success of an EHCP will be measured by how effectively outcomes are met. As a young person grows and makes progress the outcomes in an EHCP will change, outcomes should reflect key learning and development across education, health and social care. At the year 9 annual review, the focus on Preparation for Adulthood will increase and this should be reflected in the outcomes in an EHCP. Outcomes in an EHCP should reflect not just education progress, but the development of social and independence skills also.

Where to go for help



IPSEA

contact





Information & Support | Influence & Change



**WE WANT YOUR
FEEDBACK**



Do you want to share your experience of the EHCP process for your child/ young person? Your feedback will help us to ensure that we are accurately championing the voice of the SEND community on this topic.

If you would like to speak to a member of PACC regarding your child/ young persons EHCP, please contact info@paccshropshire.org.uk

****Please note over school holiday periods, it will take longer for your enquiry to be responded to.***