



Draft to Final EHCP stages on the EHC Hub

What can I expect to happen?

Step 1 – Once the decision to issue an EHC Plan has been made, the Case Co-ordinator will begin drafting the EHC Plan on the EHC Hub. The final EHC Plan must be issued **20 weeks** from the date the request for assessment was received.

Don't worry if you do not hear from us during this time, the Case Co-ordinator (SEN Casework Officer) is working behind the scenes to draw all the submitted advice together.



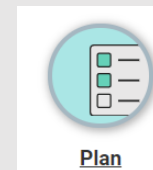
Step 2 – When the draft is ready to be shared, you will be notified by email that there is an update on the EHC Hub.



Log onto the EHC Hub to view at:

<https://ehchub.walsall.gov.uk>

Step 3 – The draft EHC plan can be viewed in the **Plan** section of the EHC Hub.

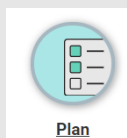


You can view the draft by clicking into the different sections of the draft EHC Plan as seen below. You can also download a copy of the draft, if required, to share.

EHCP Section A All About Me & My Parent / Carers' Views	EHCP Sections B, E & F Special Educational Needs, Outcomes & Provisions	EHCP Sections C, E & G Health Needs, Outcomes & Provisions
EHCP Sections D, E, H1 & H2 Social Care Needs, Outcomes & Provisions	<u>EHCP Section I</u> <u>Education Setting</u>	EHCP Section J Personal Budget
EHCP Section K Information & Advice	Download draft plan 	



Step 4 – During this time you can add your comments about the draft EHC Plan. You can view all of the advice that have been supplied and used to write the draft.



You have **15 calendar days** to respond with your comments in the EHC Hub via a comments box.

You can request a meeting at this time. You also have the right to request that a particular school or type of school be named in the final EHC Plan.

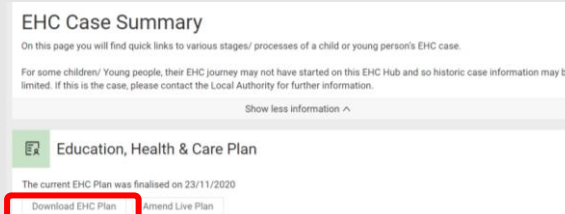
Step 5 – If a parent or young person makes a request for a particular school or education setting, the ‘Case Co-ordinator’ (SEN Casework Officer) **will consult with this setting** by sending the Governing Body, Principal or proprietor of the school or education setting a copy of the draft EHC Plan and its appendices.

The education setting will have **15 calendar days** to respond to the consultation.



Step 6 – Once the consultations to education settings have been returned and any Decision Making Panels in regards to provision have been held by the local authority, the EHC Plan will be finalised.

You will be able to download and print the EHC Plan.



You will also be able to see the full assessment at any point when you log back in via the ‘EHC Case Summary’ page.



Walsall SENDIAS

This service provides free and impartial support to children and young people with Special Educational Needs and Disabilities (SEND), and their parents and carers. They provide information and advice about many areas including: the law, SEND support in schools, EHCP and procedures, the ‘Local Offer’, Local provision in schools and support on what to do when things go wrong.

They can be contacted on

Email: walsallsendiass@family-action.org.uk; **Telephone:** 08088 026666

Website: www.walsall-sendiass.org.uk



Walsall Council