



Draft to Final EHCP

What can I expect to happen?

Step 1 – Once the decision to issue an EHC Plan has been made, the SEN Casework Officer will begin drafting the EHC Plan. 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 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 receive a copy of the draft EHC Plan and its appendices (all the advice that has been written to contribute to the plan) in the post.



Step 3 – You have **15 calendar days** to respond with your comments to the local authority.

You can request a meeting at this time with your SEN Casework Officer.

Walsall SENDIAS can also provide you with support with the draft EHC Plan at this time too.

You also have the right to request that a particular school or education setting be named in the final EHC Plan. This form must be returned to the local authority with any views/comments about the draft EHC Plan.

Return by post to: EHC Assessment Team, EDC, Pelsall Lane, WS4 1NG.

Email: sen@walsall.gov.uk

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 on the draft EHC Plan. They can be contacted on:

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

Website: www.walsall-sendiass.org.uk

Step 4 – If a parent or young person makes a request for a particular school or education setting, the SEN Casework Officer **will consult with this setting** by sending the Governing Body, Principal or proprietor of the school or college a copy of the draft EHC Plan and its appendices (the advice provided as part of the EHCNA).

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



Step 5 – Once the consultations to schools/education settings have been returned and any Decision Making Panels (to decide about funding or for a place in a special school) have been held by the local authority, the EHC Plan will be finalised.

You will receive a copy of the final EHC Plan in the post.

