



## A request for Education, Health and Care Needs Assessment (EHCNA) has been submitted to the Local Authority

### What happens next?

**Step 1** – Once the request has been submitted online by the school, yourself or via a SEN Casework Officer on your behalf, the EHC assessment admin team will process the request for assessment within 3 days of receiving the request.

You will know this has happened because you will receive **a letter** in the post to acknowledge the request.



Contact us if this does not happen.

**Contact us:** EHC Assessment Team  
EDC, Pelsall Lane, Walsall, WS4 1NG

 Tel: 01922 652871

 Email: [sen@walsall.gov.uk](mailto:sen@walsall.gov.uk)

### I have been allocated a 'SEN Casework Officer'. What is their job?

The SEN Casework Officer is allocated to work on your child's assessment. They are here to **support you** with questions about the process and **provide you with updates**. Specifically, they will:

- liaise with the professionals involved with your child to get information

You can contact your SEN Casework Officer by email or by telephone. Our friendly admin team will be able to provide the SEN Casework Officer's direct contact details.

**Step 2** - The EHC assessment team have up to **6 weeks** from the date the request for assessment was received to make a decision.

You can contact our admin team at this time to find out what is happening.

**Step 3** - Within 6 weeks, you will receive a letter in the post to let you know the local authority's **decision** as to whether we have agreed to assess your child's SEND.



**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, including with the EHCNA process and appealing decisions.

They can be contacted on:

**Email:** [walsallsendiass@family-action.org.uk](mailto:walsallsendiass@family-action.org.uk);

**Telephone:** 08088 026666;

**Website:** [www.walsall-sendiass.org.uk](http://www.walsall-sendiass.org.uk)



**Walsall Council**