

SEND

A Quick Guide to:



**Week by week:
20 week assessment process**

In this quick guide you will find our 20 Week Assessment Timeline. If you are wanting to request an assessment for an Education, Health and Care Plan for your child, there will be a 20 Week Process that will be followed by the Special Educational Needs Team at City of York Council.

This document breaks down those 20 weeks, showing what happens at each stage along the way.

Week 0

Process/Action

Request for Statutory Assessment submitted. Where this is completed by school it must be completed in partnership with the CYP and family. Whether completed by school, family or YP, we will require parent signature and/or when 16 or over, there must be consent from the YP.

- Parents receive acknowledgement of receipt of the request within 5 working days of receipt. At this stage the only people the Local Authority will reach out to for more information is the educational setting.
- A caseworker will call you to introduce themselves and check they have everything required for the Decision to Assess.
- The information you share with the caseworker is shared with decision makers.
- You can tell us about any additional information which has not already been submitted (e.g. diagnosis or involvement from another professional that has taken place since the request was made).

Week 6

Process/Action

By the end of week 6 the Local Authority must let you know the outcome of their decision whether to start an EHC needs assessment or not.

No - If the Local Authority don't think an EHC needs assessment would be right for your child, your allocated SEND caseworker will contact you to share the decision.

At this point, you have the right to appeal if you do not agree with the decision. For information around appeal, please visit: [Appeals and mediation](#) – [York SENDIASS](#) or see our one page guide on appealing a decision.

Yes -

- If the Local Authority agree to complete an assessment, your allocated SEND caseworker will contact you to share the decision.
- The Local Authority will send out a request for information from you and your child The Local Authority will request advice from professionals to complete the assessment
- The Local Authority must get in touch with health, socialcare and the education but will also ask for advice from other professionals working with your CYP
- Everyone that we ask to provide information must reply **within 6 weeks** of the request

You should work with school on gathering both yours and the CYP's views. You may be contacted during these 6 weeks to provide you with an update and check there are no changes.

Week 16

Process/Action

By the end of week 16 the Local Authority must let you know the outcome of their decision whether to issue an Education, Health and Care Plan (EHCP). This decision will be based on the advice received.

No - If the Local Authority decide not to issue an EHCP for your child, your allocated SEND caseworker will contact you to share the decision.

Advice that has been collected for the needs assessment can be shared at this point if requested. At this point, you have the right to appeal if you do not agree with the decision. For more information around appeal, please visit: [Appeals and mediation – York SENDIASS](#).

Yes -

- If the Local Authority decide to issue an EHCP for your child, your allocated SEND caseworker will contact you to share the decision. They will also contact you to see if you would like a meeting to co-produce a draft plan. You do not have to have this meeting.
 - You will also be asked what your preference is for your CYP's educational setting (this could be their current setting, or a change of provision).
- Requests for educational setting placement could take up to 15 days to get a response. You can request more than one preference of educational setting. We will make these requests for educational setting placement all at once if multiple choices are made.
 - This is not your only opportunity to share your parental preference, you can take some time to consider what is right for your CYP and let your caseworker know. Your caseworker will let you know when this decision needs to be finalised.
- The Coordinated Planning Meeting should be organised by your CYP's setting. Invitations should go out to the professionals you want involved in developing the draft plan and outlining outcomes and provision.
 - The caseworker will complete and share an initial draft EHCP before the meeting. After the meeting or if a meeting is not requested by the family, the draft plan will be shared by the caseworker.
 - If no changes are needed you can ask the caseworker to finalise the plan immediately, or the plan would be finalised 15 calendar days from the date of the draft plan letter. Any suggested amendments can be sent

Week 20

Process/Action

The final EHCP must be issued by the Local Authority.

Contact the SEN team



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For more information, visit York SEND Local Offer website:
yorksend.org

If you would like this document in an alternative format,
please call (01904) 551550, or email ycc@york.gov.uk.