

## Education Health and Care Plan (EHCP)

Most children and young people with Special Educational Needs and/ or Disabilities (SEND) will receive all the support they need from their school, early years setting or FE college and will have their needs met through the support available through the Local Offer

<https://www.oxfordshire.gov.uk/localoffer>

However, if this is not the case and the child or young person is not making adequate progress or has complex needs which will require more highly specialised support, then an Education, Health and Care Plan (EHCP) may be needed.

*Notes of TAC or TAF meetings  
Medical reports by:  
a Paediatrician  
a Psychologist or  
Psychiatrist  
a Speech & Language  
or Occupational  
Therapist  
a Physiotherapist or  
Educational reports  
by :  
an Educational  
Psychologist or  
Specialist Teacher*

### **Making an application**

Most often, it will be school, the early years setting or another professional who will make the application for an EHC needs assessment. They must have your agreement to do this. You and/or your child, if they are between 16-25 years old, can also request an EHC needs assessment directly.

You can make a request for a needs assessment by contacting your [local SEN team](#) or by calling 01865 792422 and asking to speak with the SEN Case Worker Team in your area.

To apply for a plan you and/or your child will be asked to fill in an "All About Me" document. This provides an opportunity for you to share information about the strengths, challenges, likes, dislikes and ambitions of your child, your views about what is working well, and what could be made better. An Independent Supporter can

help you with this and support you throughout the EHC needs assessment process. If you would like some advice, guidance or support please contact Parent Partnership Oxfordshire or the Children and Young People's Partnership Service on **01865 810516**, or at Parent Partnership Service, Freepost SCE11489, Oxford, OX1 1ZS or email: [parentpartnership@oxfordshire.gov.uk](mailto:parentpartnership@oxfordshire.gov.uk).

You will also need to make and send copies of any useful and up-to-date reports, see the box above for suggestions of the type of reports that it is helpful to include.

### **Checking the application**

Once the EHCP application is received it will be looked at by a multi-agency panel. The panel will be made up of people from education, health and care services. The multi-agency panel will look carefully at the application and what is available through the Local Offer and decide whether your child is eligible for an EHC needs assessment. After the panel meeting someone from the panel will call you or the young person to let you know their decision. If the request is agreed, then you will be asked to be involved in drafting the Plan. If the application is not agreed, the panel member will signpost alternative sources of support or appropriate services to contact.

★ If the multi-agency panel does not agree to your request for an EHCP, you or the young person will have the right to ask for mediation to help you come to an agreement or if this is not possible the right of appeal to SEND Tribunal.

### **Gathering information for the Plan**

During the next 6 weeks the local authority will try to get as much useful information as possible to support your child's Plan, and they will also use the information that you sent.

## Writing the Plan

This will take place during a multi-agency meeting, and you and your child or young person should be there if at all possible, because both of you are the most important part of the process. The plan will set out the child or young person's aspirations, the key outcomes that everyone will work towards and what support will be needed. For instance, the type of extra or additional help at school, any health conditions that may need attention, and any support that social care may offer.

## Moderation

The EHCP will then be looked at by a Moderation Panel which will agree all the resources to be offered, for instance additional educational, health and/or care support.

★ It is possible that the moderation panel may decide that an EHCP is not needed, and if that is the case you or the young person will have the right to ask for mediation to help you come to an agreement with LA or if this is not possible, you have the right of appeal to SEND Tribunal.

## The Draft Educational Health & Care Plan

The Draft EHCP will be sent to your family to look at carefully. You will be asked to name the educational setting you or the young person prefers in Section I. At this time you can ask for any changes in the wording that you or the young person feel are necessary, and the local authority will consider any changes that have been asked for.

The local authority will then send the Draft EHCP to the school or educational setting you have written in Part I to find out if they can make all the provision set out in the EHC Plan to support your child to achieve the best they can.

## Final Education Health & Care Plan

A Final EHC Plan will be sent to you or the young person. Read through it carefully to make sure that everything that you or the young person feel is necessary is included.

★ If you are not satisfied with the Final EHCP that has been issued you can ask for mediation to help you resolve any disagreement and come to an agreement about the EHC Plan. You also have the right to make an appeal to SEND Tribunal.

## My Review

The EHCP has to be reviewed within 12 months of when it was issued and annually thereafter. The review looks at what progress the child or young person is making towards achieving the outcomes set out in the EHC Plan and whether the educational, health and social provision is being effective. A regular review keeps the plan up to date and relevant.

★ **NB** these rights of appeal only apply to the educational parts of the EHCP. To appeal against the health or social care parts of the plan, different rules apply. You can contact Parent Partnership Oxfordshire for more information on what you need to do.

## Education Health & Care Plan

**Section A**, the EHCP will set out the child or young person's personal details, information from the "All About Me" document including the family's views.

**Section B** will detail the child or young person's educational needs and strengths.

**Section C** Health strengths and needs

**Section D** Social Care strengths and identified care needs.

**Section E** is really important as it will set out the outcomes for your child.

**Sections F-H** sets out the detailed provision which each agency has agreed to make.

**Section I** Place of Education: the school, Early Years setting or college which will provide the education.

**Section J** Personal Budget: if any of the identified Education, Health or Social Care support is available through a personal budget and you wish to take up this option, then it should be set out in this section.

**Section K** Appendices: these are all the reports and assessments which contributed to this EHC Plan.

### Annex A

At the back of the EHC Plan there are pages called Annex A. These are the action planning documents to show when and how the outcomes will be achieved, who will be responsible for making sure the correct provision is made and what resources will be needed. This is the detailed planning that will be used by the education setting, professionals, you and your child on a more regular basis.