



## 7.4.1 Education, Health and Care Needs Assessments

*The majority of children and young people with SEN or disabilities will have their needs met within local mainstream early years settings, schools or colleges at SEN Support. Some children and young people may require an EHC needs assessment in order for the local authority to decide whether it is necessary for it to make provision in accordance with an EHC plan.*

SEND Code of Practice 9.1

In considering whether an EHC needs assessment is necessary, the local authority will consider whether there is enough evidence to show that despite the setting / school having taken relevant and purposeful action to identify, assess and meet the SEN of the child or young person, the child or young person has not made the expected progress. The 2015 SEN Code of Practice emphasises the need for a graduated approach to meet the needs of children with SEN through early intervention and prevention strategies implemented at key developmental periods.

In the majority of cases, the local authority will expect setting/schools to have implemented the actions set out in their local offer and to have evaluated and monitored the impact of these over time before requesting an EHC needs assessment. An EHC needs assessment and plan is **ONLY** required for the children with the most complex and severe SEN and disability. The vast majority of children will have their needs met by the setting/school without the need for an EHC plan or additional funding.

As a general guideline it is expected that no child or young person should be referred for an EHC needs assessment unless he/she has received at least six months of support or has had 2 cycles of SEN support and is still making less than expected progress given his/her age and individual circumstances, as described by the 2015 SEN Code of Practice (para 6.17). It is expected that any advice from specialists has been implemented and given time to support the learner and show progress. The length of time spent in school or setting-based support will not in itself be sufficient to justify a request for an EHC needs assessment.

In order to meet the threshold for starting an EHC needs assessment the young person must have special educational needs or a disability that significantly impacts on his/her ability to access education. Guidance on applying for an EHC needs assessment can be found on the VLE > Early Years Providers > 11. SEND > The Graduated Response.

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The local authority will consider initiating an EHC needs assessment when the following thresholds have been met:

- The child's needs are significant and long term and
- Despite evidenced based interventions already provided by the educational setting the child is not making progress.

The 2015 SEN Code of Practice states that 'the legal test of when a child or young person requires an EHC plan remains the same as that for a statement under the Education Act 1996'.

It is suggested that the SENCO is familiar with the following documents that outline the process for applying for an EHC needs assessment. They can be found on South Gloucestershire's website on the pages for the Local Offer or VLE (see VLE > Early Years Providers > 11. SEND).

- Educational, Health and Care plan guidance
- Threshold Guidance
- Process Chart for EHC needs assessment
- Assessment guidance
- SEN documents
- FAQ for Parents

For more information on Education, Health and Care Plan – decision making and guidance. (2021) - [6.5.1 EHCP Decision Making Guidance \(southglos.gov.uk\)](#)

The following checklist is important to use when preparing an application for an EHC needs assessment as it is more likely to be successful if the setting/school provide the required documentation and evidence that a panel can consider. This is not an exhaustive list and you are free to add any additional valid information.

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## South Gloucestershire Council 0-25 SEND Team

### Education, Health and Care needs assessment Request Form for Educational Settings

This is an application form to request that South Gloucestershire Council conduct an Education, Health and Care needs assessment. (Chapter 9, SEND Code of Practice 2015)

CHECKLIST – please ensure that the following is provided:

- The views, hopes and aspirations of the child/young person, including a One Page Profile or Pupil Passport where possible;
- Parental consent to run an EHC needs assessment (see Part 12).
- Evidence that the parent/carer has been involved in the drawing up and reviewing of SEND support plans.
- SEND support plans to show the education setting's arrangements made to support the child/young person; this support must be additional to, and different from, what is ordinarily available through the differentiated curriculum for all pupils. To include:-
  - Evidence of Assess, Plan, Do, Review/ a graduated approach and impact to date; **this can be evidenced from SEN support documents and provision map**
  - Copies of Individual Education Plans for the pupil with records of regular reviews and their outcomes;
  - Evidence of baseline assessment – from which progress can be measured;
  - Curriculum attainments – results of EYFS assessments, **additional assessment tools can be used to support best fit judgments**
  - Advisory professionals involvement, and evidence that their advice has been actioned over time and reviewed in the last year – including Educational Psychologists, Early Intervention Officer, other agencies working in consultation with the setting e.g. speech and language therapist, with reports written within the last year.
- Medical history including an Individual Health Care Plan, where relevant.

Failure to provide appropriate documentation may result in unnecessary delays.

If you have any questions about completing this form please contact the 0-25 SEND team duty officer on 01454 865137.

Please return this form electronically to: [accessandresponse@southglos.gov.uk](mailto:accessandresponse@southglos.gov.uk)

Further information can be added to support the request – more information can be found on the VLE (see VLE > Early Years Providers > 11. SEND > The Graduated Response).

Support forms can be located in Supporting forms folder in South Glos Way.  
Appendix 4

When an EHC needs assessment request is received by the Education, Health Care Plan Team, via the Action and Response Team, it will be discussed at the weekly SEND panel and if a decision to start the needs assessment is approved, a Case Worker will be allocated. A Case Worker is a named person who will be appointed from within the team and will lead on the assessment process and where it is deemed that an EHC plan is necessary, will draft and finalise it. The local authority must make

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a decision whether to go ahead with an EHC needs assessment and complete the whole process within 20 weeks of receiving a request unless specific exceptions apply.