

The Education Health and Care Needs Assessment (EHCNA)

Here is a simple guide on what to expect when applying for an Education Health and Care Plan (EHCP Plan).

Who can request an EHCNA?

- The parents of a child or a young person; or
- The school/educational setting a child or young person attends
- Or both



How do I start the process?

You can start the process by requesting an EHCNA from your Local Authority (LA). An EHC plan cannot be issued unless the child or young person has been through the EHC needs assessment specified in the Children and Families Act 2014.

What happens next?

From the date of receiving the request from the parent or young person, the LA must decide within 6 weeks as to whether they will complete an EHCNA.

What happens if they refuse?

If the LA refuses, the child's parent(s)/the young person have 2 months in which to appeal to the Special Educational Needs and Disability (SEND) Tribunal, also known as the First-tier Tribunal (Health, Education and Social Care).

What happens if they agree?

If the LA agrees to assess within 10 weeks, conduct the educational, medical and social care assessments it feels are required for it to form a position as to what the child or young person's special educational, health and care needs are and whether or not they require an EHC plan



How long does this take?

At the end of this 10-week period, the LA must either issue a draft EHC plan or inform the parent(s) or the young person of its decision not to issue a plan (in which case, it will provide them with a 2- month right of appeal to the Tribunal).

Where can I get a template letter?

You can start this process by using our template letter. [Get the template](#) on our website or email us!



What should I do if I need help?

[Contact us](#). We're always here to help. Our team of experts will help you navigate the process

