

# Education Health and Care Plan (EHCP) application process

If a child or young person needs more help in school than what is normally provided through SEN support, parents or the educational setting may consider applying for an EHC needs assessment.

To increase the chance of being successful, requests made by parents should include evidence from school. For more support for parents requesting an EHCP contact [SIAS](#).

Requests made by schools usually include the six stages outline below.

## Stage 1 - Initial discussion

- SENCO holds meetings with parents and other school staff to discuss the needs of the pupil.
- SENCO does classroom observation and looks at the pupils data.
- SENCO shares information and consent forms with parents.

## Stage 2 - Information gathering

- SENCO gathers reports from professionals who have worked with the pupil in the last 2 years.
- SENCO gets evidence of interventions over the last 2 years.
- SENCO gets parents view on their child.
- SENCO checks all documents and begins request form.

## Stage 3 - Send request to Southwark

- SENCO sends EHCP request form to Southwark.
- SENCO sends a copy of EHCP request form to parents.
- SENCO arranges meeting with parents to discuss next stages.

## Stage 4 - Awaiting request outcome

- SENCO and parents meet to discuss outcome of EHCP request from Southwark.

## Stage 5 - Responding to outcome

### Not to proceed

- SENCO and parents discuss next steps:
- Appeal, or
- resubmit at a later date.

### Assessment agreed

- Southwark carry out assessments.
- Co-production meeting.
- Southwark issues draft EHCP.
- After reviews final EHCP is issued.

## Stage 6 - EHCP issued

- SENCO shares EHCP with teachers and support staff.
- Funding is issued and school allocates appropriate support for pupil.
- SENCO arranges annual review for around a year after the EHCP issue date.