

# Are you a young person with a special educational need or disability?



Thinking about the future?

Worried about something?

Need help, support or advice?

Can't figure out what you want to do in life?



Information, Advice  
and Support Service  
Worcestershire

**Special Educational Needs &  
Disabilities Information, Advice  
& Support Service Worcestershire**



worcestershire  
county council

## Bring out the best in yourself!

- Do you need your views about your support to be heard in your school or college?
- Would you like information on activities you can attend?
- Do you need advice on your future options?
- Is there anything you're interested in, but you don't know how to get involved with it?

## Our service can offer you:

- Impartial Information. Advice & Support (this means we don't take sides) and can meet you at school or college.
- Help with getting your views heard.
- Help to find out what support is available for you and opportunities in the local area.

## Have any good ideas?

Tell us what you'd like from a young people's service! We want to hear from you!

Contact your Young Person Advisor at SENDIASS:

-  /sendiassworcestershireshire
-  sendiass@worcestershireshire.gov.uk
-  01905 768153



Information, Advice  
and Support Service  
Worcestershire

Visit our website for the downloadable factsheets below:

**Special Educational Needs and Disabilities (SEND)**

- What do we mean by impartial information, advice and support?
- The Local Offer
- SEN support in mainstream schools
- Funding for SEN support in mainstream schools
- EHC needs assessment for children in early years settings or at school
- Education, Health and care plans
- Personal budgets for SEN
- What if I do not agree with decisions about SEN provision?
- The impact of the SEND reforms on children and young people with Statements
- Glossary
- Choosing a school for a child with SEND
- What is an Independent Parental Supporter?
- Dyslexia

**Non-Curriculum Issues**

- Non-Curriculum Complaints Guidance
- Anti-Bullying
- Exclusions
- A Guide to Elective Home Education

**[www.SENDworcestershire.co.uk](http://www.SENDworcestershire.co.uk)**  
**01905 768153**



**Information, Advice  
and Support Service**  
**Worcestershire**

(formerly Parent Partnership Service)

Providing impartial information, advise and support on matters relating to children and young people with special educational needs and/or disabilities (SEND).

 Find us on Facebook 'SENDIASS Worcestershire'

**[www.SENDworcestershire.co.uk](http://www.SENDworcestershire.co.uk)**  
**01905 768153**

## What is the SEND Information, Advice and Support Service?

- A service that supports all parents/carers of a child or young person between the age of 0-25 with SEND
- An impartial, confidential, free and accessible service at arm's length from the Local Authority
- Available for young people to access independently from their parents/carers

## Can we help you?

- Does your child have special educational needs or a disability (SEND)?
- Are you a young person with special educational needs or a disability (SEND)?
- Do you have concerns about progress at nursery, school or college?
- Do you need information and guidance on Education, Health and Care Plans including Education law and personal budgets?
- Do you need help preparing to participate in meetings with professionals?
- Would you like to know more about Worcestershire's SEND policies and procedures?
- Do you need help to understand reports/letters?
- Are you finding it difficult to get your views across?
- Would you like to learn more about SEND services available near you?
- Do you need information on how to resolve disagreements including complaints and mediation?
- Do you need information on non-curriculum issues such as bullying, exclusions, admissions and elective home education?

If you have answered 'yes' to any of these questions then there's a good chance that we can help you. We won't make decisions for you, we will talk you through the options available and the possible outcomes to help you make an informed decision.



## Get in touch

Call us **01905 768153**

Visit **[www.SENDworcestershire.co.uk](http://www.SENDworcestershire.co.uk)**

Email: **[SENDIASS@worcestershire.gov.uk](mailto:SENDIASS@worcestershire.gov.uk)**

Post: **SENDIASS  
Young People's Support Services  
Tolladine Road  
Worcester  
WR4 9NB**

## Independent Support Service

- **Is your child or young person having their Statement of Special Educational Needs or Learning Difficulties Assessment transferred to an Education, Health and Care (EHC) Plan?**
- **Do you want to know how you as a parent, carer or young person can play a key role in producing your EHC Plan?**
- **Do you want to find out more about how to request an assessment for an EHC Plan, or find out more about the process or about Personal Budgets?**

Core Assets Children's Services are delivering the local '**Independent Support Service**' in partnership with Worcestershire County Council, Worcestershire SEND-IASS (formerly Parent Partnership Service) and Worcestershire Our Voice (Parent Carer Forum). We are here to provide confidential, impartial and independent information and support. Our service helps families and young people (aged 0 to 25 years) to find their way through the changes to the Special Educational Needs and Disabilities (SEND) system.

### How can an Independent Supporter help me?

- Act as a named contact person throughout the EHC assessment and planning process
- Focus on the main task of helping you to transfer a statement of SEN or LDA to an EHC plan (transfer review)
- Work with you if you are new to EHC referrals or if you have an LDA under the old system
- Liaise across a range of local services and help you to gather the information required for an EHC plan
- Provide you with information to help you understand Personal Budgets

### We will be providing information and support in a variety of ways:

- Individual face to face support—we can provide support from a dedicated Independent Supporter in a place and at a time to suit you
- Telephone Support—to speak to someone about getting help from an Independent Supporter you can contact **Worcestershire SEND-IASS on 01905 610858** or you can call **Core Assets directly on 0800 028 8455** between 9am and 9pm Monday to Friday, and 9am to 5pm on Saturdays and Sundays. If for any reason you are unable to speak to someone, please leave a message and we will respond to you as quickly as we can.
- **Via the internet:**

[www.coreassets.com/what-we-do/independent-support-service](http://www.coreassets.com/what-we-do/independent-support-service) (You can also email us at: [ISreferrals@coreassets.com](mailto:ISreferrals@coreassets.com))

[www.worcestershire.gov.uk/info/20107/special\\_educational\\_needs](http://www.worcestershire.gov.uk/info/20107/special_educational_needs)

[www.SENDworcestershireshire.co.uk](http://www.SENDworcestershireshire.co.uk)

[www.ourvoiceworcestershire.co.uk](http://www.ourvoiceworcestershire.co.uk)

Core Assets Children's Services is an independent organisation that has been working with children and families for many years. We are passionate about working together to improve outcomes for children, young people and their families.



## EHC needs assessment for children in early years settings or at school

This information is about Education, Health and Care needs assessment, which is sometimes called statutory assessment. It covers:

- children in early years settings
- children of school age.

You might also like to look at our information on '[Education, Health and Care plans](#)'

### What is an EHC needs assessment?

An EHC needs assessment is a detailed look at a child's special educational needs (SEN) and the support he or she may need in order to learn.

Local authorities are responsible for carrying out EHC needs assessments under the **Children and Families Act 2014**.

The needs assessment brings together information about:

- what your child can and cannot do
- the special help they need.

It includes information from:

- you
- your child
- the early years' setting or school
- other professionals who work with or support your child.

The assessment is to see if your child needs an **Education, Health and Care plan (EHC plan)**.

### When is an EHC needs assessment necessary?

The school or early years setting can often give your child help through **SEN support**. This means that the school makes additional or different provision to meet their needs. Sometimes other professionals will give advice or support to help your child learn.

Some children need more intensive and specialist help. If your child does not make progress despite the SEN support an EHC needs assessment might be the next step.

# **SEND Information, Advice and Support Service Worcestershire**

**Tel: 01905 768153 Web: [www.SENDworcestershire.co.uk](http://www.SENDworcestershire.co.uk)**

**Email: [Sendiass@worcestershire.gov.uk](mailto:Sendiass@worcestershire.gov.uk)**

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The **SEND Code of Practice** says:

*In considering whether an EHC needs assessment is necessary, the local authority should consider whether there is evidence that despite the early years provider, school or post-16 institution having taken relevant and purposeful action to identify, assess and meet the special educational needs of the child or young person, the child or young person has not made expected progress.*  
(9.14)

The local authority will look at:

- your child's attainments and rate of progress
- their special educational needs
- what has already been done
- the difference that support has made
- your child's physical, emotional and social development and health needs.

The **SEND Code of Practice** says:

*A local authority must conduct an assessment of education, health and care needs when it considers that it may be necessary for special educational provision to be made for the child or young person in accordance with an EHC plan.* (9.3)

Some children and young people will have needs that clearly require an EHC needs assessment and EHC plan. Once the local authority is aware that this is the case it should start the process without delay.

You can find out more about the criteria that local authorities should follow in the SEND Code of Practice sections 9.3 and 9.14 to 9.16.

## **Who can ask for an EHC needs assessment?**

- parents – by writing to the local authority
- a young person over the age of 16 but under the age of 25
- the early years setting or school, but only after talking with you first.

It is always a good idea to talk to the school or early years setting before asking for an EHC needs assessment.

**Worcestershire SEND Information, Advice & Support Service** can help you make your request.

Other people, such as your doctor or a health visitor, can tell the local authority that they think your child needs an assessment.



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### What happens when the local authority gets a request for an EHC needs assessment?

As soon as the local authority gets a request for an EHC needs assessment they must tell you about it.

The SEND Code of Practice says:

*In considering whether an EHC needs assessment is necessary, local authorities should pay particular attention to the views, wishes and feelings of the child and his or her parent, or the young person.*  
(9.12)

The local authority has up to six weeks to decide whether to make a needs assessment. During this time it may ask you, the school and other professionals for information.

It will look at all the information and must then tell you whether it has decided:

to start the EHC needs assessment immediately

OR

that an EHC needs assessment is not necessary.

### What happens if the local authority decides that an EHC needs assessment is not necessary?

The local authority **must** tell you why it thinks that an EHC needs assessment is not needed. It **must** also tell you about:

- your right of appeal
- independent **disagreement resolution** and **mediation**
- how to get further information, advice or support.

If you disagree with the decision, Worcestershire SEND Information, Advice & Support Service can explain your options to you.

### What happens if the EHC needs assessment goes ahead?

The SEND Code of Practice says:

*Local authorities must consult the child and the child's parent or the young person throughout the process of assessment and production of an EHC plan. They should also involve the child as far as possible in this process. The needs of the individual child and young person should sit at the heart of the assessment and planning process.*  
(9.21)

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The local authority will write to you to tell you what will happen and ask for your views. Your views and your child's views are really important. Worcestershire SEND Information, Advice & Support Service can give you information, advice and support to help you with this.

The local authority will ask a number of other people for information about your child. This is called 'advice' and it should include information about:

- your child's education, health and care needs
- the desired **outcomes** for your child
- the special educational, health and care provision that might be required to meet their needs and achieve the desired outcomes.

The local authority **must** ask for advice and information from:

- parents (or the young person)
- your child's early years setting or school
- an educational psychologist
- health professionals who work with your child. This might include a paediatrician, speech and language therapist, physiotherapist or occupational therapist.
- social care staff
- anyone else you ask them to contact who may be able to give relevant advice.

If your child has a vision or hearing impairment the local authority must also seek information and advice from a suitably qualified teacher.

The local authority should also try to find out your child's views. You, the school and other professionals may be able to help with this. If you think your child needs someone to help them give their views you can ask Worcestershire SEND Information, Advice & Support Service for more information about this.

You will have the chance to discuss your child with everyone involved in the needs assessment and you will receive a copy of all the reports when the needs assessment is finished.

If you want information, advice or support during the EHC needs assessment contact Worcestershire SEND Information, Advice & Support Service. This can include having an **Independent Supporter** to help you.

You can find out more about advice and information for EHC needs assessments in the SEND Code of Practice sections 9.45 – 9.52.

### What if some of this advice is already available?

Sometimes advice and information is already available because other professionals have been working with your child.

The **SEND Code of Practice** says:

*The local authority **must not** seek further advice if such advice has already been provided (for any purpose) and the person providing the advice, the local authority and the child's parent or the young person are all satisfied that it is sufficient for the assessment process. In making this decision, the local authority and the person providing the advice should ensure the advice remains current. (9.47)*

### When does the EHC needs assessment end?

Once the local authority has all the information and advice it must decide whether your child needs an **Education, Health and Care plan**.

An EHC plan is a legal document written by the local authority. It describes the special educational needs that a child or young person has and the help that they will be given to meet them. It also includes the health and care provision that is needed. You can read more about EHC plans by following the links on our website (address below).

Sometimes the local authority will decide that your child has special educational needs that can be met through **SEN support**. If this is the case the local authority must tell you of its decision within 16 weeks of receiving a request for an EHC needs assessment. The local authority must also tell you about your right of appeal.

If the local authority decides an EHC plan is necessary it must first write a draft plan. It will send you the draft EHC plan and copies of the reports so that you can read it all. You should check that everything you think is important has been included and that you agree with the outcomes and the proposed provision. The local authority will also ask you which school you prefer your child to go to.

You have 15 days to make comments, to ask for a meeting or accept the draft plan.

Note that if you do not reply within 15 days the local authority may assume that you agree with the draft plan.

The last stage is for the local authority to send you the final EHC plan. If you are still unhappy with the plan or cannot agree with the local authority on a school, you have a right to go to mediation and/or to appeal (see below).

If you need help at any stage you can contact Worcestershire SEND Information, Advice & Support Service

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Tel: 01905 768153 Web: [www.SENDworcestershire.co.uk](http://www.SENDworcestershire.co.uk)

Email: [Sendiass@worcestershire.gov.uk](mailto:Sendiass@worcestershire.gov.uk)

## How long does all this take?

The local authority receives a request for an EHC needs assessment. The authority must tell parents about this request	This is the start date
The local authority decides whether an EHC needs assessment is needed. The authority must tell parents about its decision	Within six weeks of the start date
The EHC needs assessment takes place	This starts as soon as the decision is made
<b>EITHER</b>	
The local authority tells the parents of the decision not to issue an EHC plan	Within 16 weeks of the start date
<b>OR</b>	
The local authority sends a draft EHC plan to parents	
Parents must respond to the draft EHC plan. They can: <ul style="list-style-type: none"><li>• agree that the draft is accurate</li><li>• ask for changes</li><li>• ask for a meeting.</li></ul> Parents also state a preference for a school or early years setting	Within 15 days of receiving the draft EHC plan
The local authority consults with the school or early years setting	Within 15 days of parents' response to the draft EHC plan
The local authority issues the final EHC plan	Within 20 weeks of the start date

Sometimes this timescale can be different. See SEND Code of Practice section 9.42.

## What if I do not agree with the local authority about the EHC needs assessment or the EHC plan?

At any stage you can ask to talk to a member of the local authority's staff. This will usually be the person named in the letter the local authority sends to you when it receives a request for an EHC needs assessment.

Worcestershire SEND Information, Advice & Support Service can give you impartial information and advice about the options open to you, and support you through the process. This could include help from an **Independent Supporter**.

You also have a right to request independent **disagreement resolution** and, in some circumstances, **mediation**. You can find out more about disagreement resolution and mediation in our leaflet "[What if I do not agree?](#)" and in the SEND Code of Practice Chapter 9.



### My child already has a Statement. Will they have an EHC needs assessment?

Between September 2014 and April 2018 local authorities will gradually transfer **Statements of Special Educational Need** to the new system. When this happens for your child an EHC plan transfer review will take place. This may be called a Conversion Review. The review will involve an EHC needs assessment. You, your child or the young person **must** be invited to a meeting as part of this transfer review.

Your child's existing Statement, review reports and other information may be sufficient for the needs assessment as long as you, the local authority and those providing the advice agree that they are. If you feel that they are not sufficient you can ask the local authority to gather more information and advice.

You can find out more in our leaflet '[Transition Arrangements for SEND reforms](#)'.

### Where can I get more information, advice or support?

You can read about Education, Health and Care needs assessments in the SEND Code of Practice Chapter 9.

The Local Offer includes more information on the local arrangements for EHC needs assessments.

Worcestershire SEND Information, Advice & Support Service can give you:

- information about EHC needs assessments
- advice and support during the process of assessment
- details of the local arrangements for **Independent Support**
- details of other organisations, support groups and services that may be of help
- information, advice and support about your rights to make a complaint, seek independent **disagreement resolution** or **mediation**.

More information can be found on our website and the SEND Code of Practice website:

[WWW.SENDworcestershire.co.uk](http://WWW.SENDworcestershire.co.uk)

<https://www.gov.uk/government/publications/send-code-of-practice-0-to-25> Chapter 9.

To make a request for an Education, Health Care Assessment you need to write to:

Sara Londesbrough  
SEND Education & Skills  
Worcestershire County Council  
County Hall  
Spetchley Road  
Worcester  
WR5 2NP

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