

SEND GUIDANCE

Understanding Education, Health and Care Plans (EHCPs)

A guide for parents and carers of young people aged 11–16

✦ OUR GOALS FOR THIS PAGE

To help you understand the purpose, criteria and process for Education, Health and Care Plans (EHCPs) for young people aged 11–16.

By the end of this guide, you will understand what an EHCP is, when it is appropriate, and how decisions are made.

What is an EHCP?

An EHCP is a **legal document** for children and young people who need more support than a typical school can provide through its standard day-to-day provision (called Ordinarily Available Provision, or OAP).

To qualify, a pupil must have **severe, complex and long-term needs** that cannot be met through mainstream school support alone.

EHCP Checklist: Is vs. Is Not

An EHCP IS...

- A legal document for 0–25 year olds
- For severe and complex needs
- A plan for long-term support
- Focused on your child's specific outcomes
- Jointly created by education, health and social care professionals

An EHCP IS NOT...

- Required for every student with SEND
- A quick fix for short-term problems
- Automatically granted because of a diagnosis
- Just for classroom learning
- Only the school's responsibility

 **Important:** Decisions are **evidence-based, not diagnosis-led**. This means a panel looks at *how* your child's needs affect their learning every day — not just what their medical diagnosis is called.



SEN Support vs. EHCP: What's the Difference?

Feature	SEN Support (School Level)	EHCP (Statutory Level)
Goal	Meet needs through school-based resources	For students with complex, long-term needs
What's involved	Quality First Teaching, small group interventions (literacy/numeracy), IEP reviewed termly	Legal assessment by the Local Authority; specific additional funding
Who manages it	SENCo and class teachers, reviewed termly	Local Authority; involves multi-agency health and care input
Duration	Ongoing while at school	Legal document valid up to age 25

CASE A — SEN SUPPORT

A student has difficulty with working memory. They use visual checklists, receive extra time in tests and attend a weekly social skills group. These needs are met within the school's OAP.

CASE B — EHCP ASSESSMENT

A student has severe, complex physical disabilities and communication needs requiring specialised equipment and 1:1 medical support throughout the day. Their needs exceed what OAP can provide.



Criteria for an EHCP Assessment

An EHCP assessment may be appropriate where a young person has:

- Severe and complex learning difficulties that impact multiple areas of life
- A requirement for intensive, specialist or highly individualised 1:1 support
- A persistent lack of progress despite documented, high-quality interventions
- Needs that require significant additional funding for specialist equipment or staff
- A need for a more specialised environment to access the curriculum



Who Can Request an Assessment?

Any of the following can request an assessment:

- Parents or carers
- Young people aged 16–25
- The school (usually the SENCo)
- Other professionals (doctors, social workers)

The school's role:

CBSC builds a picture of need using the "Assess, Plan, Do, Review" cycle. We document what has been tried, the outcomes achieved, and why further support may be necessary.

The Assessment Process & Timeline

Once a request for an EHC needs assessment is submitted to the Local Authority, the following statutory timeline applies:

Weeks 0-6 The Local Authority (LA) reviews the request and **decides whether to assess**.

Weeks 6-12 **Information gathering** from schools, parents, and professionals (health, social care, etc.).

Weeks 12-16 LA **decides whether to issue a plan**. If yes, a Draft EHCP is sent to parents for feedback and amendment.

Week 20  **Legal deadline** The **Final EHCP must be issued** by this deadline — this is a legal requirement.

If You Remain Concerned

If you feel your child's needs are not being met, please follow these steps:

- 1 Reach out:** Contact your son's Head of Year, Learning Coordinator or Pastoral Support Officer.
- 2 Review the IEP:** If your son has an Individual Education Plan, review it. Contact the designated Teaching Assistant if you'd like to discuss changes — IEPs are reviewed termly.
- 3 Formal meeting:** Request a structured meeting with the SENCo.
- 4 External advice:** Access the local SEND Information and Advice Service (SIASS) for independent guidance.

Frequently Asked Questions

Does my child need a medical diagnosis to get help?

No. School support is based on **educational need** and removing barriers to learning — not just a clinical label.

Will SEN support mean my child is separated from his peers?

Our goal is **inclusion**. Most support takes place within the classroom through adapted teaching and resources. Withdrawal is used sparingly and purposefully.

Can I request an EHCP assessment myself?

Yes. Parents have the legal right to request an EHC needs assessment from the Local Authority at any time.

What if the LA decides not to issue an EHCP?

You have the right to appeal the LA's decision through the SEND Tribunal. The SIASS service

can provide free, impartial advice to support you through this process.



Contact Information

SEND TEAM AT CBSC

Paul Farr

Assistant Principal & SENCo

sen@carshaltonboys.org

Emma Morris

Deputy Principal for Inclusion

ADDITIONAL SUPPORT SERVICES

SIASS — SEND Information & Advice
Support Service

siass.co.uk

Local Authority SEND Local Offer

sutton.gov.uk/local-offer