

# Education, Health & Care (EHC) Plans and EHC Needs Assessments

## Guidance for Post 16 Students

This leaflet is for post 16 students with special educational needs and/or disabilities (SEND) living in Nottingham City.

### The Local Offer

Nottingham City's Local Offer is the central place to access information about services and support available to young people with SEND and their families. It includes information about education, leisure, social care and health services up to the age of 25, to help children, young people and their families make informed choices.

Nottingham City's Local Offer can be found at: [Special Education Needs & Disabilities Local Offer | Ask Lion - Nottingham City Directory](#)

### What is an EHC plan?

An EHC plan is a document that holds all the information in one place about what a young person wants to achieve in their education and training, and the support they need to do this.

An EHC plan can be issued after an EHC needs assessment of a young person's education, health and care needs, although not all EHC needs assessments lead to EHC plans being issued. Sometimes a young person's need can be met in other ways.

An EHC plan can last until the young person leaves education and training (to a maximum age of 25 if necessary).

### Why might I want an EHC plan?

If you are expecting to continue in education or training and think you will need a high level of additional support to do so, you may need an EHC plan to make sure that the right support is in place. Most young people will be able to access all the support they need without an EHC plan, and in those cases an EHC assessment will not be necessary.

An EHC plan can help coordinate all the services and professionals who are supporting you so they can work with you in a more 'joined up' way.

An EHC plan can help you have more choice and control over how the support you need is delivered. One example of this is the opportunity to have a Personal Budget - money or services provided instead of, or in combination with, traditional services that the Council and NHS provide. Providing the suggestions do not impact on your health, safety or wellbeing, are legal, and meet the aims in your support plan and the outcomes in your EHC plan, there can be many different options available.

### What will an EHC plan not help with?

If you do not meet the criteria for particular services without an EHC plan, having a plan will not change this. For example, an EHC plan will not change your eligibility for travel assistance.

An EHC plan is not likely to help you get a place at a particular college or education provider if they have already made a decision not to offer you a place.

## **Who can I talk to?**

If you need help to decide if an EHC needs assessment/plan is right for you, support with filling out the form or would like more information, you can talk to the Additional Learning Support Team at your college. You can also talk to an Independent Supporter. Independent Supporters are independent of decision-making professionals and are there to give you impartial information, advice and support to help you through the EHC needs assessment process. You can contact this service by calling 0115 804 1740 or emailing [independentsupport@futuresadvice.co.uk](mailto:independentsupport@futuresadvice.co.uk).

## **What do I do if I want to apply for an EHC needs assessment?**

If you would like to apply for an EHC needs assessment, please contact the Special Educational Needs (SEN) Service for an application form, either by phone on 0115 876 4300, by email to [ehc.assessments@nottinghamcity.gov.uk](mailto:ehc.assessments@nottinghamcity.gov.uk) or in writing to: the SEN Service, Building 5, Woolsthorpe Depot, Woolsthorpe Close, Bilborough, Nottingham NG8 3JP. An assessment request form is also available on-line at:

[Special Educational Needs Service - Nottingham City Council](#)

The form should ideally be filled in by you AND by staff at your college or training provider but, if you are not in education, you may send in the form with just your sections completed.

Your family or your college can ask us to start an assessment, but we will not do so without your permission.

The assessment process takes 20 weeks in total, but you will know within 6 weeks whether the Local Authority has agreed to start an assessment. There is a diagram of the process on the next page.

# Education, Health & Care (EHC) Needs Assessment Timeline

## The assessment process takes up to 20 weeks:

The Special Educational Needs (SEN) Service receives your EHC assessment request form, filled in by you and your college/training provider.

### WITHIN 6 WEEKS OF YOUR REQUEST BEING RECEIVED

The SEN Service contacts you to give you further information.

Information is collected from some of the people who have worked with you recently.

Professionals read all the information and decide whether to start an assessment:

#### If an assessment is not required:

You will get a copy of the reports, a letter explaining why an assessment is not needed and details of mediation and appeal. The letter will also be sent to your school/college.

#### If an assessment is required:

Reports will be requested from your school/college, educational psychologist, health services, social care services and others involved with you.

### UP TO THE END OF WEEK 14

The reports are written and sent to the SEN Service.

Professionals read all the information and decide if an EHC plan is needed:

**If an EHC plan is not required:** You will get a copy of the reports and a letter explaining why an EHC plan is not needed. You will also be offered the opportunity to meet with an SEN Officer to discuss any concerns you may have, and be sent details of your rights regarding mediation and appeal. The letter about the decision will also be sent to your school/college.

**If an EHC plan is required:** the draft Plan is written and sent (along with the reports used to write it), to you and the professionals that wrote the reports.

### UP TO THE END OF WEEK 20

You have 15 days to comment on the content of the EHC plan and say which educational setting (such as a college or training provider) you would like naming in Section I the plan.

The SEN Service considers your response. It consults with educational settings and considers their responses alongside yours. A placement is then identified and named in the plan.

The final EHC plan is sent to you and all relevant professionals/services. You will also be sent details about mediation and how to appeal.