





Milton Keynes –



Education, Health and Care Plans



A Guide



May 2024

Introduction

This guide provides you with the key information about Education, Health and Care Plans.

Education, Health and care plans are focused on the individual child or young person and will help them to gain the support needed for them to achieve their aspirations.

An Education, Health and Care plan is there for children and young people who need a significant amount of support above the ordinarily available provision.

Further information can be found in the [SEND code of practice](#).

Milton Keynes SEND Local Offer

The Local Offer provides information, support and signposting for children and young people with special educational needs and disabilities (SEND) and their families.

Milton Keynes SEND Local Offer can be found at: www.milton-keynes.gov.uk/sendlocaloffer

Education, Health and care Plan Process

Who are EHC plans for?

Education, Health and Care Plans are designed to support children and young people with long term and complex needs that are impacting on their ability to access learning and develop independence. A request for an Education, Health and Care Plan will generally only be made once support has already been put in place through the child or young person's setting and the services available through the Local Offer.

The guidelines for requesting an EHC assessment reflect the four main areas of need, outlined in the 2015 Code of Practice:

- Cognition and Learning.
- Communication and Interaction.
- Social, Emotional and Mental Health.
- Sensory and/or physical needs.

The guidelines ask those requesting an EHC Needs Assessment for a child or young person to submit evidence not only about the child/young person's needs but about:

- Interventions and support that have been put in place by the child or young person's setting and other professionals involved.
- How progress has been monitored and interventions reviewed.

- Information on how the difficulties impact the child or young person's ability to learn and develop independence.
- What advice has been sought and acted on from external agencies.

This is to ensure that children and young people whose needs can be met through their setting are appropriately met and wider services are involved as necessary. SEN services in Milton Keynes are committed to ensuring we have the fullest possible understanding of a child or young person and their environment, in order to appropriately consider referrals for EHC needs assessments.

The full guidelines can be found at [2023-2024 EHC Needs Assessment Guidance.pdf \(mkSENDlocaloffer.co.uk\)](https://www.mkSENDlocaloffer.co.uk/2023-2024-EHC-Needs-Assessment-Guidance.pdf)

Who can request an EHC Needs Assessment?

- The child or young person's parent/carer.
- A young person over the age of 16 but under the age of 25.
- A person acting on behalf of a school or post 16 institution (this should be with the knowledge and agreement of the parent or young person where possible).
- In addition, anyone else can bring a child or young person who has (or may have) SEN to the attention of the Local Authority.

How long will it take for a decision to be made?

The time taken from the point a request for an EHC Needs Assessment is received to when the final EHC Plan is issued will no more than 20 weeks.

Once the SEN Team have received a request for an EHC Needs Assessment, we will normally tell you within six weeks whether we will carry out an assessment. To help us make our decision we will ask you for information about your child or young person and we will also ask your child or young person's setting for information about your child or young person's needs and how they are progressing. We will write to you once a decision has been made.

EHC Needs Assessment Statutory Timescales



This chart outlines the EHC Needs Assessment statutory timescales following a Yes to Assess decision (decision made by week 6)

Refer to flow chart 'How to request an EHC needs assessment'

Weeks 4 - 10
SEND Team co-ordinates the assessment process and gathers information from all involved
Requests for reports are sought from professionals and any additional information from parents/carers and school/setting is requested

Week 10
Advice received from Parents/Carers and professionals

Week 11 -12
Decision to issue a plan

Week 12
Draft 1 EHCP sent to parents/carers and school/setting

Weeks 13 – 14
EHCP Co-production planning meeting with parents/carers, school/setting, member of the SEND Team, Educational Psychologist and other professionals

Week 15 – 16
Proposed EHCP sent to parents/carers and school/setting. Parents have 15 days to respond to content and confirm school preference

Week 17 -18
Consultation with placement. Setting has 15 working days to respond to application.

Week 20
Final EHCP issued and sent to parents/carers and school/setting

What happens if the Local Authority says No to an Assessment?

If we decide not to carry out an assessment, we will write to you and give the reasons why. We will also let the school/setting know the decision and provide recommendations for the support that will be required for your child or young person.

The outcome of the decision will detail next steps to be taken which usually include speaking to the school SENCO. If you disagree with the decision, you can request mediation or may decide to use the first-tier tribunal service. Full details for mediation and tribunal will be within your decision letter.

Can I ask for my child to be assessed again?

The Local Authority can accept a new referral at any time; however, we would recommend that the actions shown in the decision letter first been put into place and evaluated.

What is involved in an EHC Needs Assessment?

The first step is an assessment which is completed within six weeks. In this time, we gather detailed information about your child or young person in order to get a clear picture of their needs. We will ask you for additional information and we will contact a number of professionals including:

- The Headteacher/Principal of your child's school/setting
- An Educational Psychologist
- A Community Paediatrician
- Social Care services
- Any other professional involved in support of your child

During this six-week period, your child may need to attend appointments with a Community Paediatrician and an Educational Psychologist for assessment. It is vital that your child attends these appointments in order to prevent any delays and to ensure that we have up to date information to assist in our decision making.

Once all information has been received, we will consider whether to issue an EHC Plan. We will normally write and tell you the decision within 12 weeks of starting the assessment and if we have decided to issue an EHC Plan we will send you a draft plan. If it has been decided not to issue an EHC plan we will write to you and explain the reasons for this decision.

The EHC Plan

The EHC Plan will set out your child or young person's educational, health and care needs, and the provision they require in order to make progress. The draft EHC Plan will be sent to you and a meeting will be arranged with you to discuss the plan. Sometimes a provision meeting will also be required to agree the resource required to meet your child or young person's needs. A Proposed EHC Plan will then be sent to you and all professionals involved. You will have 15 days to let us know if you are in agreement with the Proposed EHC Plan and confirm what your school preference is.

What if I disagree with the Proposed EHC Plan?

If you disagree with any part of the Proposed EHC Plan you should talk to your SEND Assessment Officer. You can also:

Talk to MK SEND IAS [SEND Information, Advice & Support Service | MK SENDIAS](#) – an impartial source of information, advice and support.

If no resolution is reached, the final plan will be issued and you will have the right of Appeal to the SEN tribunal.

Your child's school/setting:

Most children and young people with EHC Plans will attend mainstream schools/settings and most parents prefer their child to continue at the school they already attend. However, the decision about which school is right for your child is an important one and we will support you to ensure that you receive all the information you require.

When will the Final EHC Plan be issued?

We will usually send you the final EHC Plan, which will name the school in Section I, within eight weeks of issuing the draft EHC Plan and four weeks from the proposed EHC Plan. The EHC Plan comes into force on the day it is issued as a final. It will then be reviewed annually, and six monthly for children under five.

How long does the EHC Plan last?

A child or young person can have an EHC Plan through the whole of their education and further education, or for just part of it. If a child or young person makes good progress and no longer needs an EHC Plan we may agree together to end the EHC Plan. EHC plans cease when the young person reaches 25 years of age. A plan would also cease if the young person moves on to university or another higher education setting.

Travel to and from school

Parents and carers are responsible for ensuring that their child or young person attends school regularly. They are also responsible for arranging their child or young person's safe arrival at school and their safe journey home at the end of the day.

For some that might mean using a bus on a daily basis and Milton Keynes Council provides assistance to those families through funding a scheme See details of the 'All in 1 MK Card' at [All in 1 MK Card \(Junior Concessionary Travel Scheme\) | Milton Keynes City Council \(milton-keynes.gov.uk\)](#)

However, under some circumstances, the Local Authority has a legal duty to provide home to school transport and to pay for all the costs associated with it. Please visit [School Travel Support | Milton Keynes City Council \(milton-keynes.gov.uk\)](#) for more information, the relevant forms and documents, and to read the council's Home to School Transport Policy Statement.

What happens if I move to another Local Authority area?

If you are planning to move to another Local Authority area, it is important that you inform Milton Keynes SEN Team and your new Local Authority about your child's needs and the best way of making sure they continue to be met. When you move, the SEN Team will send your child's EHC Plan to the new Local Authority, who must then ensure that your child gets all the special educational help set out in their EHC Plan.

Within six weeks of receiving your child's EHC Plan, your new Local Authority must tell you when they will review the EHC Plan and whether they are going to make a new EHC needs assessment of your child or young person.

For more information:

If you have any questions about the EHC process, then please contact the SEND Team on 01908 252222



Milton Keynes
City Council