LONDON BOROUGH OF BEXLEY

EHC plan 20 week process – September 2015

Weeks 1-3

Request is made

Request is acknowledged

Panel make a yes/no decision to carry out EHC needs assessment

Parents and professionals are informed of decision

If Yes - Key worker & Case Officer allocated; Draft Plan meeting date set

Weeks 4 - 10

Key worker meets family to complete Section A

Professional advice is requested

Section A is sent to Case Officer for proof reading.

Advice received, Case Officer drafts Working Document for discussion at multi agency meeting

Weeks 11 - 12

Working Document is sent to parents and professionals and Case Officer contacts parents to discuss this before meeting

Multi Agency meeting is held. Outcomes agreed with parents and parents share school preferences.

Weeks 13 - 15

Case Officer makes any necessary amendments following meeting

Panel make a decision to issue a Plan or not to issue a Plan.

If Plan agreed, Panel will make recommendation on resource allocation. If Plan not agreed Individual Provision Map issued

Weeks 16 - 19

Draft Plan sent to parents and professionals with Panel outcome

Parents have 15 days to request amendments to Draft Plan

Schools consulted

Week 20

Final Plan

sent to family naming school (where appropriate)