20 Week Assessment Process

Pre-referral

- SEN resourced plan in place. This will be used as evidence in the referral.
- For young people post 14 this should include preparation for adulthood

START OF 20 WEEK PROCESS

Weeks 1-3

- Good quality referral received (sent by parent, professional or school)
- Referral acknowledged and prepared for panel
- Following panel SEN keyworker contacts parent with panel decision by week 3

Weeks 4-10

- Additional advice requested from professional where needed (ensure advice is outcome focused)
- SEN Keyworker meets family to start draft EHC plan (Section A), shares information on personal budgets, local offer and gets indication of school preference.
- Keyworkers drafts plan, collates papers and circulates to panel

Weeks 11-16

- Week 11 draft plan discussed and agreed at EHC Resource Allocation Panel
- Week 12 Following panel decision, keyworker to send draft plan to parents giving 15 days for feedback. School also consulted, with 15 days to respond
- Week 15 multi agency parent meeting to discuss agreed plan

Week 17-20

- Keyworker makes any amendments to the plan and sends to parents
- School confirmed and finalised plan will be sent to the school, college or educational provision named in the plan.
- Finalised plan signed off by designated officer.