

# Request to issue an EHCP – decision making process



This diagram shows how the council decides whether to issue an Education, Health and Care Plan (EHCP) for a child or young person, following an Education Health and Care Needs Assessment (EHCNA), and who supports with that decision.



Frequency decisions are made:

**Weekly**



Decision maker:

**Head of Special Educational Needs and Disabilities (SEND)**

People who provide a view to support the decision maker:



**Family and young person**  
(via their EHCNA Officer)



**Educational Psychologist**



**Schools and settings**



**Health services**



**Social care services**



**Other teams**  
(for example, Physical and Sensory Support Service)

Written evidence provided by:



**Family**  
(via their EHCNA Officer)



**Educational Psychologist**



**Schools and settings**



**Health services**



**Social care services**

As needed:



**Other therapy/ services**

**If we say Yes...**

We will write to you and invite you to a meeting to explain the next steps.



Following a decision:



**If we say No...**

We will call you to explain and write to you after our conversation.