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.