1. **REQUESTING AN EDUCATIONAL HEALTH CARE ASSESSMENT**

Application for an assessment must be in writing and addressed to the

SEN Team

1. **DECISION ON WHETHER TO CONDUCT AN EDUCATIONAL HEALTH CARE ASSESSMENT.**

Requests for assessment may be considered by a multi-agency Decision Making Group (DMG). This group meets weekly alternating between Primary and Secondary cases. The group discusses each case against the eligibility criteria set within the context of Wirral’s Local Offer. The Local Authority is then able to make a fully informed decision whether to start an Education Health and Care (EHC) assessment.

Parents, carers and young people will be informed of the decision in writing within the six week statutory time scale from the date original request was received. If the Local Authority decides not to conduct an assessment the reasons for this will be detailed in writing along with information regarding the appeal process. Parents and school will be offered an opportunity to discuss the decision with their EHCP Co-ordinator to consider how a child or young person’s needs can be met through Additional Support Plan which is a School Document, and through the schools graduated response to the additional needs of children in their school, which is part of and the Wirral Local Offer

1. **CO-ORDINATED EDUCATIONAL HEALTH CARE ASSESSMENT**

Where a decision is made to conduct an assessment the allocated EHCP Co-coordinator will be the first point of contact during the assessment. The EHCP Co-ordinators will support the gathering of information and advice from various agencies – Education, Health and Social Care which will then all be considered within the assessment.

**Request for information sent to the IFD to establish if Young Person is known**

**If not open/not previously known, this request is competed by IFD SW within 10 working days .**

**Contact will be made with parents to establish if any addiotnal support is required.**

**If open to TAF, this request is competed by IFD SW within 10 working days.**

**Paperwork sent back to EHC Coordinator**

**If open to CSC, this request is sent to the allocated SW for completion within 10 working days**