EHC Conversion Process Flowchart

Start of Term:

Assessment Coordinators allocated to all cases in conversion cohort

Indicative Budgets set

Start of Conversion:

SEN Team sends letter to parents to inform of forthcoming conversion and giving the name of their EHC Assessment Coordinator

The EHC Plan Parent Leaflet, the 'What We Want To Tell You' document and Adviza details will be included in the pack

SEN Team sends letter to the school informing of conversion and requesting the organisation of an EHC Conversion Meeting by a set date

EHC Assessment Coordinator makes contact with the family send follow up letter to confirm

EHC Assessment Coordinator can meet with the family to complete the 'We Want To Tell You' document or parents may choose to complete this themselves

EHC Assessment Coordinator discusses with the family whether additional assessments are required

The school sets up an EHC Conversion
Meeting in discussion with the family. Other
professionals are invited where appropriate
and up to date reports may be requested in
readiness for meeting

The school completes a report using the EHC Annual Review paperwork.

Week 8-10

Week 1

Prior to

conversion

Week 14-16

Week 20

The Person Centred EHC Conversion Meeting is held at school. An Assessment Coordinator will attend and will usually chair the meeting Including a review of existing outcomes and progress, and identification of any new outcomes **EHC Assessment Coordinator** drafts EHC Plan If additional resources If no new needs or a Direct Payment is have been identified, needed, the draft EHC the EHC Plan is Plan goes to EHC moderated and Panel for a decision agreed by SEN Manager or Assistant EHC Assessment Coordinator Manager drafts EHC Plan Draft EHC Plan issued **Final EHC Plan issued**



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