EHCP AND ASSESSMENTS | ENGLAND

Key Dates Planner for England EHCP Timescales

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A working planner for important SEND process dates in England, including request, assessment, draft, final plan and review. It does not calculate deadlines or apply exceptions for you.

Check every date against the original decision or acknowledgement, official rules, and any letter you have received.

Who this is for

Parents and carers in England who want a single dated overview of an EHCP process, alongside the more detailed Deadlines and Progress Tracker if they need a chasing log.

What is inside

- A one-page map of usual stages
- A fillable dates table
- Space to note exceptions or advice you have been given

Please read this first

This is a free starting-point resource from My SEND Friend. It is general information, not legal, medical or benefits advice, and it is not an official or government form. It does not guarantee an assessment, plan, adjustment, payment or any other outcome. Check current official guidance (for example GOV.UK) and get individual advice from SENDIASS, IPSEA or a suitably qualified adviser when you need it.

Usual stages — a reminder, not your personal deadline

In England, a decision whether to assess is usually due within six weeks of the local authority receiving the request. Where an assessment leads to a plan, the usual overall timescale from request to a final EHC plan is 20 weeks. You should have at least 15 days to comment on a draft. An EHC plan must be reviewed at least every 12 months. Exceptions can apply. This page is a memory aid, not a calculation of your case.

EHCP processes described here apply in England, under the Children and Families Act 2014, the Special Educational Needs and Disability Regulations 2014, and the SEND Code of Practice: 0 to 25 years (2015). Scotland, Wales and Northern Ireland have different systems. Always check the current official position and any deadline on letters you receive.

My dates

Request sent and received

Decision whether to assess — due / actual

If refused, any mediation or appeal date I have been given

Professional advice due or received

Draft plan received and comment deadline

Final plan issued or expected

Next annual review window

Any exception, pause, or advice I have been given about dates

Write the source, for example a letter or an adviser, rather than relying on memory alone.

The next date I must not miss, and what I will do before then

Useful next steps and sources

Use what helped in this pack and leave the rest. You can come back to it when you need to. Live tools on mysendfriend.co.uk remain free, including Help Me Now, the SEND Letter Builder, the Reasonable Adjustments Builder, the DLA and PIP Claim Planners, and the free resources hub. Saving work to My SEND Plan is optional.

Where to check official or independent information

Guidance and benefit rules can change. Check the current official position, and get individual advice when you need it.

- GOV.UK: Children with special educational needs and disabilities (SEND)
- GOV.UK: SEND Code of Practice: 0 to 25 years (2015)
- Children and Families Act 2014, and the SEND Regulations 2014
- Your local SENDIASS service (free and impartial)
- IPSEA, for legally based information about SEND law in England

A reminder about this free pack

This is a free starting-point resource from My SEND Friend. It is general information, not legal, medical or benefits advice, and it is not an official or government form. Using it does not start a statutory process or guarantee a particular outcome. Adapt every page to your situation.

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