

## How to start the Education, Health and Care Plan process: Step 1 request a needs assessment (ECHNA)

### STEP 1



Do you think your child has or may have Special Educational needs or a disability?

### STEP 2



Do you think your child might need support to be made for them that isn't ordinarily available? Check [here](#) if you are not sure what support is ordinarily available

### STEP 3



If you have answered yes to step 1 and step 2, then the legal criteria for an education health care needs assessment is met. You can apply for one by completing the template letter [here](#)

### STEP 4



6 weeks after you make the request Bristol City Council will tell you if they will carry out an EHC needs assessment. If they say no, you can ask the school for more support, mediate or appeal. More info [here](#) & [here](#)

### STEP 5



If an assessment is agreed upon, 16 weeks after the request, Bristol City Council will tell you if they will issue an EHC plan. If the council say no, you can ask the school for more support, mediate or appeal. More info [here](#) and [here](#)