

November 2025

Dear Parents and Carers,

We're pleased to share a new set of easy-to-follow graphics that explain how decisions are made during the Education, Health and Care Plan (EHCP) process. These visuals are designed to help everyone understand the steps involved and how we work together to support children and young people with Special Educational Needs and Disabilities (SEND).

Here's what each graphic covers:

1. Request to Assess

This guide shows how we decide whether to carry out an Education, Health and Care Needs Assessment (EHCNA).

It explains:

- Who provides input (including families, schools, health and social care professionals, and educational psychologists – our Multi Agency Team)
- How the EHCNA Team Lead makes the decision
- What happens next if the answer is yes or no
- How often decisions are made

2. Request to Issue an EHCP

This guide outlines how we decide whether to issue an EHCP after an assessment.

It includes:

- Who contributes views and evidence (our Multi Agency Team and families)
- The role of the Head of SEND in making the decision
- How families are informed and supported
- How often decisions are made

3. Annual Review – Changes to an EHCP

This guide explains what happens after an Annual Review of an EHCP.

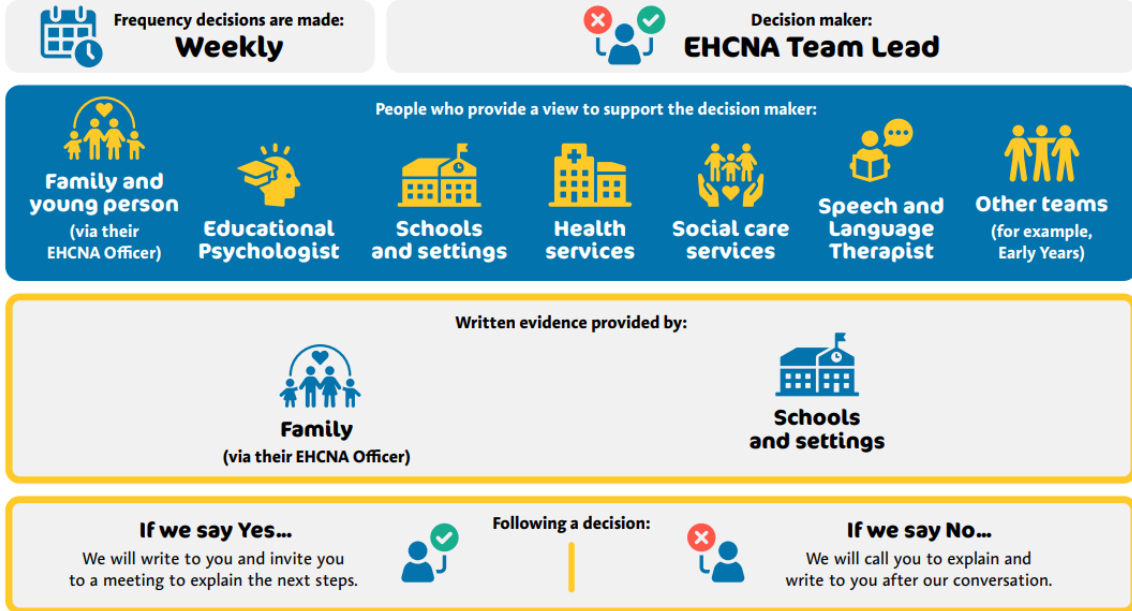
It shows:

- Who is involved in the review (families and our Multi Agency Team)
- The role of the Area SEND Manager in decision making
- How outcomes are shared with families
- What additional services may be involved (e.g. Speech and Language Therapy or the Transitions Team)

Request to Assess - decision making process



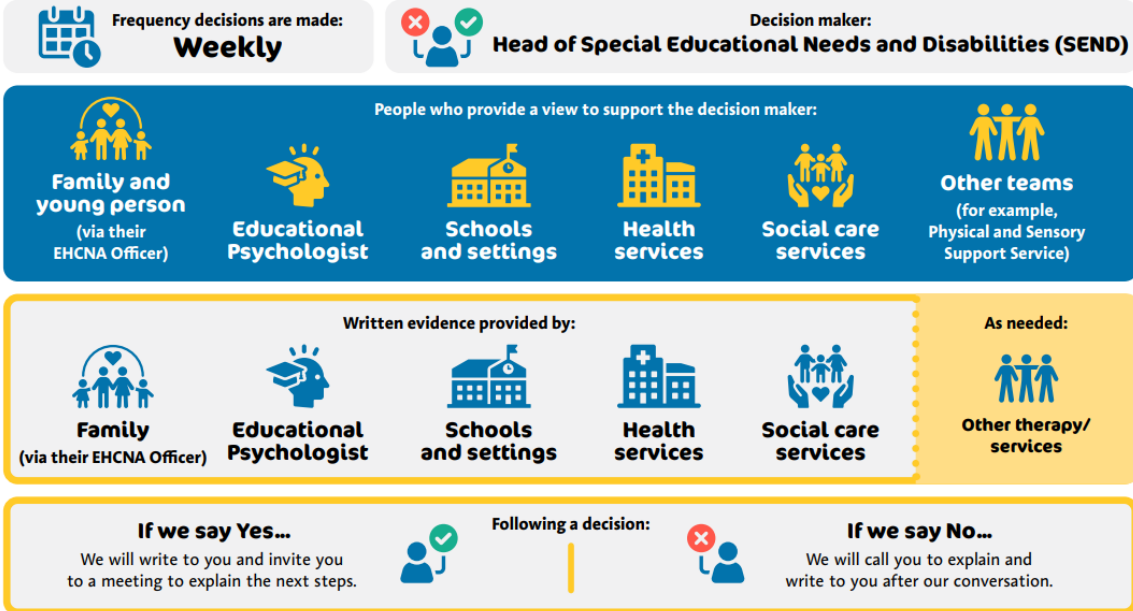
This diagram shows how the council decides whether to carry out an education, health and care needs assessment (EHCNA) for a child or young person, and who supports with that decision. An EHCNA is the process which decides whether a child or young person requires an Education, Health and Care Plan (EHCP).



Request to issue an EHCP – decision making process



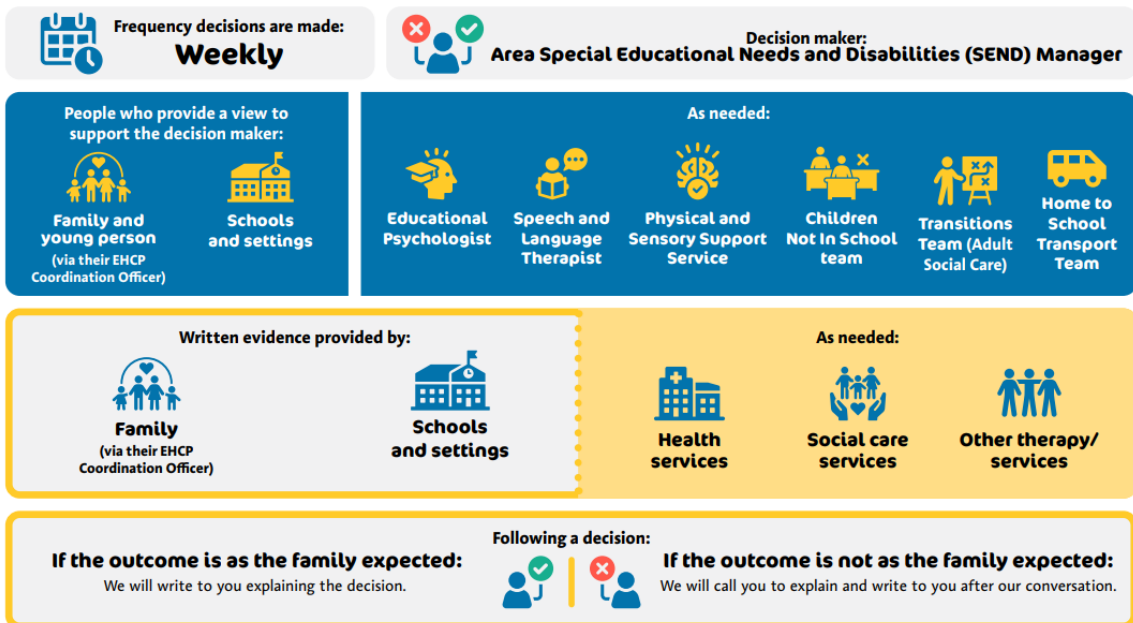
This diagram shows how the council decides whether to issue an Education, Health and Care Plan (EHCP) for a child or young person, following an Education Health and Care Needs Assessment (EHCNA), and who supports with that decision.



Changes to an EHCP following annual review – decision making process



This diagram shows how the council decides whether to make changes to an Education, Health and Care Plan (EHCP) for a child or young person following an annual review, and who supports with that decision.



We hope these visuals make the EHCP process clearer and show how decisions are made in partnership with families and professionals.

If you have any questions or would like to talk through any part of the process, please contact the EHCNA Team at EHCNAteam@surreycc.gov.uk or speak with your EHCP Coordination Officer.

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