

## School Planner 25-26

Guidance for schools, educational settings, professionals, parent carers, and young people aged 16 and over.

### Timescales

### What will happen at each stage

Within 6 weeks	A decision will be made on whether to proceed with an assessment
within 12 weeks	Once a decision is made, professionals, including EPs, are requested to provide advice within 6 weeks. This process cannot be delayed over the school holidays
Within 16 weeks	If a decision is made not to issue an EHCP, parent carers or the young person will be notified. Further information can be found on Hertfordshire Local Offer
Consultation period	If a decision is made to issue an EHCP, schools, parent carers or the young person will each be given 15 calendar days to provide responses. If a response is not received during this time, a decision must still be made. For example, this may be about where a child will go to school.
Within 20 weeks	The whole EHCNA process is completed. This process does not stop during school holidays

The timeframe for the EHCNA process is set out in the Government's [SEND code of practice: 0 to 25 years - GOV.UK](#).

While a request for an EHCNA can be made at any time, it is important to consider the date you make the request as this can have an impact, including:

- Schools, parent carers and young people may not be available for meetings
- Professionals (including Educational Psychologists) may not be able to observe and assess the child or young person in school or talk to school staff
- Schools, parent carers and young people may not receive correspondence. This could result in decisions being made without hearing their views. For example, a school may be named in an Education, Health and Care Plan (EHCP) without having the opportunity to be consulted.
- There may not be time to provide transition planning and support if a change of school is required.

The timing of requests is particularly important for pupils in phase transition years and for those who may move to a different school or setting. Requests should be made by the end of the autumn term in the year of transition for an EHCP to be finalised and allow transition support to take place. Hertfordshire's [Ordinarily-Available-Provision-guidance](#) helps early years settings, schools, and colleges strengthen inclusive support for all children, including those with SEND. It offers practical examples of everyday adaptations and reasonable adjustments.

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The calendar is designed to help you consider the impacts of when you request an EHCNA. To allow Hertfordshire County Council to provide the best possible assessment and outcomes the timing of a request is crucial. Potential impacts of making a request in April 2026 for example is that consultations are likely to be sent to schools over the summer holidays. If a request is made in June or July, the six-week assessment period will take place during school summer holidays which means professionals (including EPs) will be unable to visit pupils in school settings. We encourage parent carers and young people to collaborate with their school when submitting a request. Further information about EHCNA can be found on Hertfordshire's Local Offer.

Sep 2025						
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Oct 2025						
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Nov 2025						
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Dec 2025						
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Jan 2026						
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Feb 2026						
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Mar 2026						
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Jun 2026						
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Jul 2026						
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Aug 2026						
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23	24	25	26	27	28	29

- Professionals (including Educational Psychologists, EPs) may not be able to observe and assess the child or young person in school or talk to school staff.
- Impact on consultation for school placement. For example, a consultation is likely to be sent during the school holidays
- No impact