Week 0 - 1 New Request	Week 2 – 3 Decision	Week 3 - 4 Initial Coproduction & Advice	Week 4 - 11 Ongoing Coproduction & Advice	Week 10-13 Decision to Issue and Resource Allocation	Week 11—14 Drafting	Week 12—16 Draft EHCP	Week 16-18 Consultation Period	Week 19-20 Final EHCP
Request Received from setting (school, nursery, college etc) or parent/carer/	Request for Assessment agenda created	Assessment Ad	dvice Period	Decision to Issue meeting (Officer, Parent, Young Person & setting	Officer drafts EHCP (Officer)	Draft EHC Quality Assurance	15 day statutory consultation period	Final QA and Sign Off (Manager)
SENDACT allocate case to an officer	Decision to Assess group meeting	Coproduction Booklet (Known Information)	Ongoing Coproduction (Information gathering)	plus professionals)		QA Amendment	Consideration and action consultation responses (Officer)	Final EHCP Issued
SENDACT check the information & complete a GDPR check	Decisions Made shared with all in SENDACT	Coproduction call with parent (Known information, contact check and additional advice) (Officer)	(Officer) Coproduction Meeting (Officer, Parent & Young Person)	Resource and Decision (Mana	Making	(as required) (Officer) Draft EHC Issued Inc consultation	(Gilleell)	
SENDACT Schedule the request for a decision making meeting	Decision & Advice letters and parent/carer/yp phone calls (from allocated Officer)	Request any additional advice (Officer / BSO)	Request any additional advice (no later than week 10) (Officer / BSO)	Decision Not to Issue sent (BSO)				
	Decision Not to Assess Mediation (if needed)	Book Coproduction Meeting and Decision to Issue meeting. (Officer)	Coproduction Booklet finalised (Officer)					