

## LA decision not to issue an EHCP following the needs assessment.

- Happens at week 16 of the needs assessment
- LA update the EHC hub with the decision
- Letter can be downloaded from the hub with your right of appeal

Within 2 months  
of the LA  
decision

## Consider Mediation

Contact Global Mediation on 0800 064 4488 to talk to a mediation advisor.

You must talk to a mediation advisor about mediation, even if you do not wish to do it.

Mediation not  
requestd

Mediation  
requested

## LA is notified that Mediation has been requested.

The LA have 30 days to arrange the mediation meeting. If they are unable to arrange this within the timescale a mediation certificate must be issued.

Within 30  
days

## Mediation meeting held

The meeting is usually held online via a video call. During the meeting an outcome form will be completed. This will then be sent out to all parties.

Within 3  
days

## Mediation Certificate issued by Global Mediation

Keep this as you will be required to send it should you appeal to the tribunal.

Do not  
agree

Agree with  
outcome

## Lodge an appeal with First-Tier SEND tribunal (SENDIST)

An appeal to tribunal must be lodged within 2 months of the LA letter or one month from the mediation certificate, whichever is the latter.

## Mediation Agreement Actioned

Unless timescales are set the LA must issue a draft EHC Plan within 5 weeks and send a final copy to the family within 11 weeks