

RIASS

Redbridge Information, Advice & Support Service
for Special Educational Needs & Disability



Cease to maintain an EHC Plan - Quick Guide

Step 1 – Understand & Review the Notice Letter

- Look out for a formal decision letter stating the LA wants to stop the EHC plan, explaining why, and setting the deadline for appeal or mediation.
- Until that deadline passes or the appeal is heard, your child must continue to receive all their support.

Step 2 – Clarify Their Reasoning

Why are they stopping the EHC plan?

- Is it because the LA no longer thinks they are responsible?
- Or do they think the plan is no longer needed?
- Understand your LA's rationale clearly so you know the basis for challenge.

Step 3 – Mediation & Appeal Rights

You have two rights:

- Mediation, a voluntary process to try to settle the dispute.
- Appeal to SEND Tribunal — a formal route if mediation doesn't resolve things.
- Time limits:
 - 2 months from the date of the LA's decision letter, or
 - 1 month from receiving a mediation certificate — whichever is later.

Step 4 – Prepare Your Case

Collect:

- The decision letter
- Any consultations documents (emails, reports)
 - Updated evidence of your child's needs and the current provision from school, therapy reports, etc.
 - Draft your reasons – could include that the LA didn't properly consult, that your child still needs the plan, or that the reason given isn't valid under the law.

Step 5 – Seek Support

- Reach out to your local RIASS, they can support with preparing appeals or mediation.
 - IPSEA offers free legal guides and template letters for responding or appealing.
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Quick Reference Table

Your Concern	What to Do
Got a cease notice?	Read it carefully - LA must continue support during appeal period.
Why are they stopping it?	Determine legal basis - “not responsible” or “not necessary.”
Feeling uncertain?	Consult SENDIASS or IPSEA; request mediation if needed.
Want to challenge it?	Appeal to SEND Tribunal with evidence and within the deadline.
Need help writing letters?	Find IPSEA template letters tailored to cease to maintain situations.