



Making a Request for an Education, Health and Care Needs Assessment – Guidance for Parents

Introduction

Children and young people with Special Educational Needs (SEN) all have learning difficulties or disabilities that make it harder for them to learn than most children and young people of the same age. These children and young people may need extra or different help from that given to others.

Many children and young people will have SEN of some kind at some time during their education. Early Years providers, mainstream schools, colleges and other organisations can help most children and young people succeed with some changes to their practice, or additional support.

The SEN and Disability: 0 – 25 years Code of Practice (2015) is clear. For children and young people with special educational needs and disabilities, their needs must be picked up at the earliest point with appropriate support put in place quickly, and their parents and carers must know what services they can reasonably expect to be provided.

Children and young people, and their parents or carers, must be fully involved in decisions about their support and what they want to achieve. Importantly, the aspirations for children and young people will be raised through an increased focus on life outcomes, including employment and greater independence.

Mainstream schools, including academies and free schools and colleges, **must** provide evidence of everything they have done to secure the special educational provision called for by a child's or young person's needs. These settings receive core funding to make general educational provision for all pupils/students, and additional funding to help make provision for those who need additional support, including those with SEN or disability. These funds are included in their budgets and they should make sure funding is allocated to provide high quality provision for those with SEN or disability.

Settings have a duty to identify, assess and make special educational provision for all children and young people with SEN or disability, whether or not they have an Education, Health and Care (EHC) Plan.

What to do if you think your child has SEN

If you think your child has SEN, you should talk to your child's early education setting, school, college, or other provider. They will discuss any concerns you have, tell you what they think and explain to you what will happen next. You may also like to get advice and information from your local SEND Information and Advice Service.

SEN Support

Any support your child gets from their school or other setting should meet their needs.



SEN support is part of what is known as the 'graduated approach'. It follows a process of Assess Needs/Plan Provision/Make Provision/Review Provision. This process should be in place for a reasonable period of time before any request for an Education, Health and Care Needs Assessment should be considered.

Your child's school or other setting will often be able to meet the needs of children through SEN Support, but sometimes a child or young person needs a more intensive level of specialist help that cannot be met from the resources available to schools and other settings. In these circumstances, you or your child's school or other setting could consider asking your local authority for an Education, Health and Care (EHC) needs assessment for your child. If your child is over Statutory School age, the responsibility for making a request will sit with them. This assessment could lead to your child getting an EHC plan.

An EHC plan brings your child's education, health and social care needs into a single, legal document. Your child must have special educational needs to be eligible for a plan.

Who can ask for an EHC Needs Assessment?

- Parents – by writing to the local authority (see below)
- A young person over the age of 16 but under the age of 25
- The early years setting, school or College, but only after talking with you first.

It is always a good idea to talk to the school or early years setting before asking for an EHC needs assessment.

Where can I get more information, advice or support?

- You can read about Education, Health and Care needs assessments in the [SEND Code of Practice](#) Chapter 9.
- [Worcestershire Local Offer](#) includes more information on the local arrangements for EHC needs assessments.
- [Worcestershire SEND Information, Advice and Support Service](#) can give you:
 - Information about EHC needs assessments
 - Advice and support during the process of assessment
 - Details of the local arrangements for **Independent Support**
 - Details of other organisations, support groups and services that may be of help
 - Information, advice and support about your rights to make a complaint, seek independent **disagreement resolution** or **mediation**.

Worcestershire SEND Information, Advice and Support Service

Tel 01905 768153

www.SENDworcestershire.co.uk

e-mail sendiass@worcestershire.gov.uk

How to make a request for an EHC Needs Assessment

In making a request, please provide us with as much information as possible. You may wish to use the form below as a prompt for this.

1. You can call the SEN Helpline on 01905 846000
2. You can e-mail the SEN In-Box – SEN@worcschildrenfirst.org.uk
3. You can write to SEND at the following address: You may like to complete the attached form to help you.

The Assessment Team
SEND and Vulnerable Learners
Education and Early Help
Worcestershire Children First
County Hall
Spetchley Road
Worcester
WR5 2NP



Parental Request for Integrated Needs Assessment (EHCP)

Please send this form, when completed, together with any additional information or reports that you would like us to consider to:

The Assessment Team
SEND and Vulnerable Learners
Education and Early Help
Worcestershire Children First
County Hall
Spetchley Road
Worcester
WR5 2NP

Name of Child / Young Person:	
Address:	
Date of Birth:	
Looked After Status (if appropriate)	
Parent Carer / Guardian Names:	
Parent/Carer Address (if different):	
Telephone Number:	
Email:	
Preferred Method of Contact:	



<p>Diagnosis / Conditions: (If applicable)</p>	
<p>Please detail the concerns that have led you to making this request (if insufficient space please attach a separate document)</p>	



<p>Name of nursery / school / sixth form / college or other educational placement: (If applicable)</p> <p>Address of nursery / school / sixth form / college or other educational placement: (If applicable)</p>	
<p>Details of who is involved with child – Health</p> <p>E.g. Name and address of any specialists/Paediatrician/CAMHS/ Physio/OT/Speech and Language Therapy etc.</p>	
<p>Details of who is involved with child – Education;</p> <p>E.g. Educational Psychologist/Learning Support Team/CCD Team/Hearing Impairment or Visual Impairment Team etc.</p>	



Details of any Early Help or Social Care involvement –

E.g. name of Social worker/Family Support Worker

Signed

PLEASE PRINT NAME HERE

Dated