

Example letter requesting an EHC needs assessment

Below you will find an example letter template which sets out how parents and/or young people can request an EHC Needs Assessment.

Dear Sir/Madam,

Child's name and date of birth

I am writing as the parent of the above child to request an assessment of his/her special educational needs under section 36 of the **Children and Families Act 2014**.

[Insert child's name] attends [insert name of school/early years setting/college].

I believe that my child needs more help than the school/setting is able to provide. His/her special educational needs are as follows:

[Here you could outline the difficulties your child is having at school/setting and at home, send information about any diagnosis, outline any support your child has been receiving and who (if anyone) outside the school/setting has been involved]

My reasons for believing that the school/early years setting/college cannot on their own make the provision required to meet my child's needs are:

[Here you could outline your continuing concerns about your child's progress in relation to peers, any increased behavioural difficulties, progress through an Additional SEN Support programme, etc]

I would like you to seek advice from the following people, who are involved with my child.

[List the people involved, giving addresses where necessary]

I understand that you are required by law to reply to this request within six weeks and that if you refuse to carry out an assessment, I will be able to appeal to tribunal.

Yours sincerely,

[Your name, signature and today's date]

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Consent to Share:

The Local Authority will retain all the advice provided by schools through use of this form, whether or not Statutory Assessment is indicated.

I / We give permission for all information gathered prior to and as part of the EHC Needs Assessment to be shared with colleagues across education, health and social care.

The General Data Protection Regulation (GDPR) which has replaced the Data Protection regulations are very much focussed on protecting you and how your data is handled.

The information you supply us with is used to open an electronic child/young person's file. The information you have submitted to us will be stored securely on an electronic secure storage system and is only accessible by professionals in the SEND Service.

Your data will only be held for as long as is necessary or as governed by other statutory regulations such as the SEND Code of Practice 2015, The Children and Family Act 2014 and the Education Act 1996 and will be disposed of securely.

If you have any questions contact the [information governance team](#)

You can find out more about how data is managed at Central Bedfordshire Council by [clicking here](#)

I have read the Central Bedfordshire Council information above and consent to the personal information I have provided to be shared with the SEND Team.

Signed:

Parent/Carer

Date:

Young person

Date:

Headteacher:

Date:

Please return the completed form and/or address any queries to the SEND Support Team via AnyComms or using the statass email address: statass@centralbedfordshire.gov.uk

Alternatively, the following address can be used for postal requests: -

SEND Support Team,
Central Bedfordshire Council,
Watling House,
High St North,
Dunstable,
LU6 1LF.








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Pupil / Young Person Views

Completed By:




Date:

 <p>I live with:</p>	<p>My mum and dad; My grandparents; My brothers and sisters; My dog/ cat...</p>
 <p>My favourite things in school are:</p>	<p>My friends, PE, Mrs X., Maths...</p>
 <p>I feel proud that:</p>	<p>I was first in the baking competition; I passed my Maths exam; I can travel independently on the bus...</p>
 <p>I think I am good at:</p>	<p>Everything</p>
 <p>I feel happy when:</p>	<p>I play with my friends; I play computer games; I ride my bike...</p>

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 <p>It is important to me that:</p>	People are patient with me; I learn how to make a sandwich; I go swimming every week...
 <p>It helps when:</p>	People don't annoy me; I'm prepared for change in my routine; I have someone to talk to when I feel angry/ anxious/ stressed...
 <p>The things I feel are going well for me are:</p>	Extra support with reading; Time out card; Talking to Mrs. X...
 <p>The things that I find hard are:</p>	Spelling; Talking about my feelings; Making new friends; Crossing the road independently...
 <p>I don't like it when:</p>	People are rude; People stand too close to me; I have to do homework...
	I use bad words (inappropriate language); I don't want to go in class; I don't want to go to bed...

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 <p>I get in trouble when:</p>	
 <p>In the future I would like to be able to:</p>	Go out with my friends; Recognise money and be able to go to the shops on my own; Go to college to study Computer Science/ Go to University; Drive a car; Live in a flat on my own...
 <p>I want to be:</p>	Awesome; A policeman; A hairdresser; A dog walker....

Parent Views

Completed By:

Date:

<p>Our family history <i>(this might include who lives at home/relevant background information)</i></p>

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Things that are important to our family

Support network around the child/young person

How to support us as a family

Things that we are pleased about.

E.g. In what areas do you think your child has made progress?

*What significant achievements do you feel they have accomplished over the past year?
(Both in and outside of school/educational setting)*

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How the support is working for your child/young person, any comments about Health or Social Care input if applicable.

Please add an additional sheet if necessary

Things we are concerned about (if any)

Our hopes and aspirations for our child/young person's future

What do you think is needed in the coming year to help your child to make progress in these areas?

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If the Local Authority provides home to school transport for your child, please comment on how your child could be helped to become a more independent traveller in the future.

Any other comments you want to make.