**Template: Replace Orange writing with information. Delete anything in red as these are just guidance: (Delete)**

PRIVATE AND CONFIDENTIAL

**Address**

**Telephone No**

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**Requests and Referrals, SENAT**

**Area South / North (delete)**

**Room 072,**

**West Sussex County Council**

**County Hall,**

**Chichester,**

**West Sussex,**

**PO19 1RF**

[Insert date]

**- REQUEST FOR EHC NEEDS ASSESSMENT**

Re: **INSERT NAME**

DOB:

I am writing as the parent of the above childto request an assessment of their Education, Health and Social Care needs under section 36(1) of the Children and Families Act 2014.

He / she currently attends: / is out of school but used to attend: **Name of School** (delete)

I understand that the test that the LA must apply in considering this request is contained in section 36(8) of the Children and Families Act 2014 and has two parts.

**Part one of the test is that the child or young person has or may have special educational needs.**

**Child’s name XXXX** has already been identified as having special educational needs and are as follows:

Set out details of: the child’s special educational needs, who identified or diagnosed them and when (where known). This may be through school assessments and reports, paediatrician, early years, Portage, LBAT, Aspens etc.

You may want to set out the SEN under the following headings (if not just list them in any particular order, and delete the headings below)

Background / Context

Summary of brief history

Communication / Interaction

* i.e \*\* was diagnosed with Speech & language difficulties by \*\*\*\* when he was \*\*\*. He struggles to …….. and ……

Cognition / Learning

* i.e \*\*\* had an assessment at school in 20\*\* that showed she struggled to follow more than 2 instructions at a time. If she is given too many instructions at once, she shuts down / gets frustrated and ……..
* \*\*\*\* was identified as having dyslexic traits by \*\*\*\*\* and she therefore struggles to …..

Social, Emotional Mental Health

* i.e School have identified that \*\*\* cannot regulate his emotions and can get angry at …. .
* \*\*\*\* does not have any friends because she always has to control what is happening

Sensory / Physical

* i.e \*\*\*\*\* has a visual impairment which means he cannot see the board or certain types of writing
* \*\*\* struggles to hold a pen or pencil well enough to write legibly.
* ASC type traits e.g. not being able to cope with busy environment/classroom, or needing movement/brain breaks etc.

And / or (delete this and the next paragraph if not needed)

I feel that **XXXXX** has or may have special educational needs because:

Set out details of: What you think the special educational needs are and the reasons why

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Part two of the test is that it ***may*** be necessary for special educational provision to be made for the child/young person through the issuing of an EHC plan.

My reasons for believing that **XXXXX** *may* need an EHC plan are: (choose 1 of the following)

Despite the school (and other professionals) having done the following, XXXXXXX’s current and / or future needs are not yet fully identified and therefore until an EHC Needs Assessment is completed to do this, there is the possibility that provision *may* be needed through an EHC Plan.

* List and evidence the areas that XXXX is behind in (and why this is, if known). Include rates of progress / attainment (evidence with reports, ILPs etc)
* List and evidence what provision / support has been tried and by whom (provision, interventions, specialist support etc)
* List why you believe there are still unidentified needs. Ie, keeps being excluded, not able to meet outcomes on ILP, repeated poor behaviours, school refusing, starting school / transitioning to secondary / college which are very different to current setting and already struggling etc).
* If known, list what other provision or support is needed and why the school cannot provide/ arrange this from their own resources (such as specialist knowledge/ teaching etc, therapies from external specialists, specialist equipment, individual support beyond what school can provide, an assessment from CAMHS / CDC, very small classes, calm atmosphere, secure premises etc).

OR (delete the paragraph NOT needed)

Despite all the provision made by the school and understanding of current and future needs XXXXX is not making expected progress and therefore an EHC Plan *may* be needed to make the required provision, over and above what the school should be expected to provide / as school do not have the funding required to make the necessary provision (delete)

* List and evidence the areas that XXXX is behind in (and why this is, if known). Include rates of progress / attainment. (evidence with reports, ILPs etc)
* List and evidence what provision / support has been tried and by whom (provision, interventions, specialist support etc)
* List and evidence why more support is needed: i.e, keeps being excluded, not able to meet outcomes on ILP, starting school / transitioning to secondary / college, not being able to get seen by CAMHS / CDC due to wait etc, repeated poor behaviours, school refusing etc).
* List and evidence what other provision is needed (if known) and why the school cannot provide/ arrange this from their own resources (such as specialist knowledge/ teaching etc, therapies from external specialists, specialist equipment, individual support beyond what school can provide, an assessment from CAMHS / CDC, very small classes, calm atmosphere, secure premises etc)

I enclose the following documentation as evidence:

[List here any evidence that you wish to be considered i.e. professional reports, school reports inc ILPs , costed provision map etc.]

* Copy of…… dated X
* Copy of ,..

The two-part test outlined above is the only test to be applied under the law. I understand that it would be unlawful for a local authority to apply a higher threshold for accessing an EHC needs assessment. Furthermore, this legal test is different to that which must be applied in the decision about whether or not to issue an EHC plan. I therefore believe that the local authority should carry out an EHC needs assessment to determine the full extent of XXXXXX needs.

I understand that you are required by law to reply to this request within six weeks, and that if you refuse, I will be able to appeal to the Special Educational Needs and Disability Tribunal.

I confirm that an EHC needs assessment has not been undertaken during the previous six months.

Yours faithfully