

Requesting an EHCNA

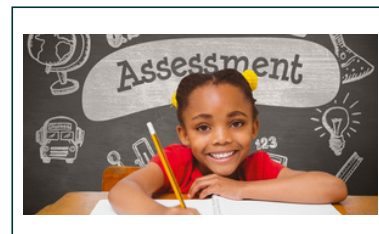
EHCNA - Education, Health and Care Needs Assessment

Who considers a request for an EHCNA and who can request?

Local authorities (LA) are responsible for carrying out EHC needs assessments. In West Sussex, the LA department who do this is called the SEN and Assessment Team (SENAT).

The following people can request for an EHCNA:

- A school, early-years setting or a post 16 provider
- Parent Carers
- A young person over the age of 16 but under the age of 25



Schools, early-years settings & post 16 providers must make request online. Parent carers and young people can also apply online or:

- Write a letter to SENAT (via the post or email)
- Telephone SENAT (you will need to be clear that you are requesting an EHC needs assessment)

What information do the Local Authority need?

If you or your young person are making the EHCNA request then you will need to gather as much information yourself, to submit with your request.

To make this decision the LA will need to have information that shows that for a child to make expected progress and meet desired outcomes, they will need more provision than is usually provided through 'SEN Support'.

The SEND Code of Practice 2015 (9.3) says:

"A local authority must conduct an assessment of education, health and care needs when it considers that it may be necessary for special educational provision to be made for the child or young person in accordance with an EHC plan"

Therefore it can be helpful if your request clearly shows:

- The Background or context of your request (keep it concise)
- The Special Educational Needs of your child or young person (either diagnosed or suspected).

It may also be helpful to put these into these headings:

- > Communication / Interaction
- > Cognition / Learning
- > Social, Emotional, Mental Health
- > Sensory / Physical

- Your reasons for believing that your child or young person may need an EHC plan. For example, you will need to explain what support the school/ setting have given already as well as either:

OR

- > Explaining that your child's needs are still not yet fully known
- > Explaining that your child is still not making expected progress despite lots of support being given.



Where do I find the information to submit?

If you are making the initial request it will generally be your responsibility to submit as much of the important information as possible. Although the school or setting will be asked by the LA to submit their own information that they have on file, you may not know what this will show. It is important that where possible, you have had a conversation first with the school or setting to see if the information they have supports your request.

The information to support your request can generally be found in reports, and communications (letters and emails). These may contain information from:

- yourself,
- your child or young person,
- the early years' setting, school or post 16 provider or
- other professionals who work with or support your child or young person.

You do not need to submit everything you have, only those documents that support your points above. For example:

- Special Educational Needs (diagnosed or suspected) – Reports or results from any assessments (health or school etc)
- Attainments and rate of progress – End of year reports, Individual Learning Plans, communications
- Evidence of support already given – ILPs, communications, Costed provision map
- The difference that support has made (positive or negative) – Continued outcomes from ILP to ILP, changes in behaviour – emails, exclusions/meltdowns increasing/decreasing
- What difference the EHCP will make –communications from school stating that they are not able to provide what is required, excerpts from reports etc.

For Further Information

West Sussex SEND Information, Advice and Support Service (SENDIAS) have a website with several resources including other factsheets and more detailed guides, including a template for requesting an EHCNA: <https://westsussexsendias.org>

More Information about Education, Health and Care Needs Assessments can be found in our EHCNA factsheet on our resources page: <https://bit.ly/3tB74Yq>

If you would like more detailed information on Education, Health and Care Needs Assessments and Education Health and Care Plans then see our webpage guides: <https://bit.ly/3qmcQeD>

You can also contact SENDIAS if you would like to discuss your particular situation, including what options are available to you.



Service Statement

The role of the SENDIAS service is to ensure all parents, children and young people have access to impartial information, advice and support so they can make informed decisions related to their situation. Any information that is shared with the service is in confidence unless permission has been obtained to share this with any individuals, services and agencies that may be able to help in the circumstances.

To view our policies, and privacy notice, please go to our website and choose the 'About Us' button, and 'How We Work' from the drop-down list.

How To Contact Us

Helpline: 0330 222 8555

Email address:

send.ias@westsussex.gov.uk (parents/professionals)
cyp.sendias@westsussex.gov.uk (age up to 25 yrs)

Website: www.westsussexsendias.org

SENDIAS Blog: <https://westsussexsendias.org/blog>

Facebook: <https://www.facebook.com/WSENDIAS>

Twitter: <https://twitter.com/wsxiias>

SEND: Special Educational Needs and/or Disabilities

To view all SENDIAS factsheets online: <https://bit.ly/3tB74Yq>

or scan QR code:

