

PRIVATE AND CONFIDENTIAL
Insert your address
Telephone number
Email address

Hartlepool Borough Council
FAO: SEND Panel
SEN Team
Centre for Excellence in Teaching & Learning
Brierton Lane
Hartlepool
TS25 4AF

[Insert date]

- REQUEST FOR EHC NEEDS ASSESSMENT -

Dear Madam

INSERT NAME OF CHILD OR YOUNG PERSON AND DOB
INSERT ADDRESS

I am the parent of [insert name of child or young person] or if a young person is writing in their own name, my name is [insert name of child or young person] and am writing to request an Education, Health and Care needs assessment under section 36 of the Children and Families Act 2014.

[Child / young person's name] currently attends [name of school/college / is out of school/college].

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.

I believe my/his/her special educational needs (SEN) because;

[Include/list here any information/details of:

- *List the reasons why you feel your child has SEN and any evidence you have to support what you are saying – for example school reports, evidence of exclusions, and letters from any medical or other experts.*
- *what steps the school or educational institution have taken to date to meet the child or young person's special educational needs including any provision any additional intervention or support provided*
- *Information you have re. rates of progress / attainment and why you think he is not making expected progress]*

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 [child / young person's name] may need an EHC plan are:

[Include/list here any information/details of:

- *List any reasons you have which show why you think that an EHC plan may be needed to support the child or young person in education or training.*

- If you can, it would be helpful to provide evidence that the school may not be able to provide the support the child or young person needs out of their own resources. Examples include a need for specialist teaching, individual support beyond what the school can provide, therapies from external specialists, or specialist equipment. Evidence could include reports from professionals or the school/college recommending particular support, and/or evidence that the child or young person is not making progress despite the school or college putting interventions in place.
- Provision and support you feel you/he/she requires
- Anything you know school provide to meet needs including any additional intervention or support provided
- What provision you think that I/he/she might need]

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 / We] believe that the local authority should carry out an EHC needs assessment to determine the full extent of [child / young person's name]'s needs.

I understand that you are required by law to reply to this request within six weeks, and that if you refuse I / [young person's name] will be able to appeal to the First-tier Tribunal (Special Educational Needs and Disability).

I/We give you permission to contact my/[name of child] educational placement, health services, social care or other professionals to obtain information about me/them and to share this information with relevant professionals for the purpose of EHC assessment. If any further assessments are required I hereby give my consent to these taking place and for information gathered to be shared with relevant professionals.

Please kindly acknowledge receipt of this letter by return.

Yours faithfully

[insert name]