

## Template Parental Request Letter

On the next page you can find a template letter to request an Education Health and Care (EHC) Needs Assessment from Warwickshire County Council. This should be submitted to the address on the letter along with any supporting evidence.

As a parent or young person, you have the right to make a request for an EHC Needs Assessment. The decision to proceed with the assessment is made on a case by case basis and the same evidence is needed if the school or college were to apply. Please see our information sheet on EHC Needs Assessment for more information.

Once the template letter has been sent you should receive a letter from Warwickshire SENDAR (assessment and review team) acknowledging receipt of your request. They will then contact the early years setting, school or post 16 setting for additional information and make a decision on whether an EHC Needs Assessment is needed within six weeks. This decision will be made at *Assessment Panel*. They will let you know this decision in writing.

### **What to include in the request letter**

Outline the child or young person's special educational needs, including any diagnosis your child/young persons has, although a diagnosis is not necessary to apply for an EHC Needs Assessment.

There are four areas of SEND and it may help to mention difficulties in each of these areas:

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

It is helpful to explain briefly what your child/young person finds difficult at school and at home such as:

- Literacy – reading, writing, spelling
- Numeracy
- Social skills
- Communication
- Understanding
- Concentration
- Behaviour
- Health needs

Discuss what steps the school or educational setting have taken to date to meet your child or young person's special educational needs. This could include any additional intervention or support they have provided. Also include any special circumstances, such as your child or young person being unable to access school, having multiple suspensions or permanently excluded. Include your child or young person's progress at school and why you think they are not making expected progress. You can include the latest school report or Individual Education Plan (IEP) or similar document. Also try to explain why you feel an assessment is necessary e.g. increased level of support. You can also include what support you feel your child or young person needs to help them progress.

Your child or young person may be receiving support from specialists who can provide additional information. If you are aware of any such involvement note this in your letter along with their name and contact details if possible. These might include:

- Integrated Disability Service (IDS)
- Educational Psychology Service (Ed Psych)
- Speech and Language Service or Therapist (SALT)
- Specialist Teaching Service (STS)
- Physiotherapy (Physio) or Occupational Therapy (OT)
- Hospital Consultants / Clinical Psychologists
- Independent Specialists

You should include copies of reports from any assessments to help give a clear picture of your child's or young person's needs. Ideally these reports should be no more than two years old, except reports which contain a diagnosis, however if you feel they are still relevant you should include them.

## **Young Persons Request**

An EHC Needs Assessment Request for a young person over the age of 16 must come directly from the young person. This means that they could complete the request themselves if they are able or you could complete the request on their behalf and include a paragraph at the bottom of the letter explaining that the young person gives their consent for this request and have your young person sign it. If you need more information on EHC needs assessments for young people, please contact us.

Plan Co-ordinator  
SENDAR  
Education Services  
Shire Hall  
Warwick  
CV34 4RL  
[Insert date]

[Insert your name,  
address and email  
address if appropriate]

Dear Plan Co-ordinator,

**RE: REQUEST FOR EHC NEEDS ASSESSMENT, [INSERT NAME OF CHILD OR YOUNG PERSON, D.O.B AND ADDRESS]**

I am the parent of [insert name of child or young person] and I would like to request an Education, Health and Care Needs Assessment under section 36 of the Children and Families Act 2014. [Insert name of child or young person] currently attends [insert name of school or F.E. provider]

I believe that [Insert name of child or young person] is entitled to an assessment of their needs because he/she requires special educational provision to meet their needs.

Set out here details of:

- the child or young person's special educational needs
- what steps the school or educational institution have taken to date to meet the child or young person's special educational needs including any additional intervention or support provided
- rates of progress / attainment and why you think the child or young person is not making expected progress
- where appropriate the provision that you think that they might need

I am enclosing the following evidence in support of my request: [List here any evidence that you wish to be considered]

The following people have been involved with support for my child or young person and you may find it helpful to contact them:

[List any services who are working with your child or young person, include names and contact details if possible]

I look forward to hearing from you by no later than [insert date 6 weeks from the date of the letter].



I would be grateful if you could please acknowledge receipt of this letter by return.

Yours faithfully,