Requesting an Education, Health and Care (EHC) Assessment – Guidance

Who should apply for an EHC Assessment?

In most cases needs should be met through SEN Support in schools and educational settings and through use of resources available on the Local Offer.

When we consider whether an EHC needs assessment is necessary, the local authority will decide if there is evidence that despite the early years provider, school or post-16 institution having tried hard to identify, assess and meet the special educational needs of the child or young person, the child or young person has not made expected progress.

We will consider:

- Evidence of the child or young person’s academic attainment (or developmental milestones in younger children) and rate of progress
- Information about the nature, extent and context of the child or young person’s SEN
- Evidence of the action already being taken to meet the child or young person’s SEN
- Evidence that where progress has been made, it has only been as the result of much additional intervention and support over and above that which is usually provided
- Evidence of the child or young person’s physical, emotional and social development and health needs and
- Where a young person is aged over 18, the local authority must consider whether the young person requires additional time, in comparison to the majority of others of the same age who do not have special educational needs, to complete their education or training. Remaining in formal education or training should help young people to achieve education and training outcomes, building on what they have learned before and preparing them for adult life.
Education Health and Care plans can only be applied for if you / your child has an educational need. Health and Social Care service can still be applied for separately.

**How to apply**
The following people have a specific right to request an EHC assessment:
- the child’s parent
- a young person aged over 16 but under 25, and
- a person acting on behalf of a school or post 16 setting

You can apply for an EHC assessment by completing one of the forms described below and sending it to the council. We encourage applications to be made by educational settings (schools, colleges, etc.) and families jointly.

**Which form to use**
There are two EHC referral forms.

1) **EHC needs assessment request form**: If you are applying on behalf of your child / someone for whom you are a carer or you are a professional. We recommend that requests are made jointly by parents / carers and educational settings.

2) **Young person’s EHC needs assessment request form**: If a young person over the age of 16 is making an independent request. Young people can be supported to make the request by parents/carers or any appropriate person. We recommend that requests are made jointly by young people and their educational setting.

**Why we are asking for this information**
To make the assessment process as quick easy as possible and to help families only have to tell their story once, we collect lots of information when you apply – this saves professionals having to go back to families repeatedly to get more information.

**Part A:**
**Where to find your NHS number**
NHS numbers are shown on any letters you get from the NHS. If you're registered with a GP, you will already have an NHS Number. To find out your NHS Number, contact your GP practice and ask them to look it up.

**Professionals working with you**
You may not be working with all of the processionals listed – that is fine. Just provide us with all of the information that you are able to.
Add any reports that you have as separate sheets at the back of your application.

**Part B:**
**About you/your child**
This section is your chance to tell us why you feel you need to have an EHC needs assessment. By explaining your history, your current situation and your goals it helps those who are deciding weather or not to agree an EHC assessment to understand the ‘bigger picture’. Some of these questions may be quite challenging to answer.
Part C:
Health needs
This health information form should be completed by parents/carers. The
information will be used to assist the multi-agency panel in deciding whether to
proceed to an EHC assessment. The panel will consider the child’s health needs
and may make a referral to a health professional if further information or support
is thought to be helpful.

Part D:
Consent
This section is to inform you how we plan to share information gathered for the
Education, Health and Care Plan assessment process. We want to use a “Tell us
Once” approach to avoid parents and young people having to tell their story
several times to everyone they meet in the course of the assessment process.
Working together as professionals and sharing information will help us to
understand and meet the needs of the child/young person. We will be sharing
information with professionals who work closely together, including teachers,
social workers and health professionals such as health visitors and GPs for the
purpose of Education Health and Care Assessments and Plans.

What information do we share, and how do we do this?
Sharing of information can be in verbal or written form. Any professional involved
in the process can share information with us in the form of copies of information
together with recent and past assessments. If relevant, we share computerised
records. These can only be accessed by authorised staff.

The information shared usually includes your child's or young person's date of
birth, address, and contact information such as phone numbers. We also share
details, home and family circumstances, family history, social and educational
background, and the names of any services that are currently being provided.
Without sharing of information with relevant professionals, including your own
views, it will be difficult to carry out an assessment for an Education, Health and
Care plan.

Who can give consent?
Consent can be given by the following:
• The parent or carer with parental responsibility for a child under the age of 16
• The parent or carer with parental responsibility for a child/young person aged
  16/17 who does not have capacity to consent.
• Child/young person aged 16/17 if they are deemed to have the capacity to
  consent. Young person aged 18 or over if they are deemed to have the
  capacity to consent. If they do not have capacity to consent, the Local
  Authority will consider who may be appropriate to consent on their behalf in
  the individual circumstances in the absence of any Deputyship/Court Order.
• Anyone given authority to make decisions on the child/young person's behalf
  through a Deputyship or Court Order.
Validity and terms of your consent
- The consent will be valid for information sharing for the duration of the EHC plan assessment and, if an EHC plan is issued, for the duration of the plan.
- If you do not wish professionals to share a particular piece of information, then you need to let them know as soon as possible.
- Any details of the services we provide or information about you or your family will be stored and used in strict accordance with our registration under the Data Protection Act 1998.
- We have a legal duty to share information with other agencies if we believe it will protect you, prevent harm to someone else or prevent/detect a crime.
- If we use your information for other reasons, for example to plan our services or do research, then we will make sure that you cannot be identified.
- You have the right to withdraw consent, in which case you need to let us know as soon as possible in writing. This could impact the outcome of the request.

By signing the request form you are stating that you are in agreement with this. Please note that we will be unable to process any applications without consent.

Part E:
Social Care Indicator
This part of the form is optional and for those parent(s)/carer(s) who feel they may benefit from receiving extra help in supporting everyday life for their child/young person. By completing the following questions children’s social care can look at how we may be able to offer assistance through services such as our short break local offer, or for children and families with very complex needs, perhaps supporting you with the care of your child at home.

Part F:
Details from School, College or Educational Setting
This section should be completed by the child or young person’s school, college or educational setting where possible. If you are unable to complete this section you are still able to make an application.

Who to send the form to
At the end of each form there is a list of contact details for each of the local area SEND teams. Your local SEND team is the team that covers the area where your child goes to school.