



PARENT REQUEST FOR EHC NEEDS ASSESSMENT

WHEN TO REQUEST

If a child needs SEN support **beyond what can be provided in school**, an EHCP may be needed to secure special educational provision (SEP).

See the following quick guides for what should be done prior to EHCP:

- [GETTING SEN RECOGNISED & ASSESSED](#)
- [THE SEN PROCESS PRIOR TO EHCP \(ADPR\)](#)

If you believe an EHCP is needed, discuss with SENCO and ask them to request a needs assessment.

If school are unwilling to submit a request and you believe it is needed, you can **do this yourself**.

WRITING THE LETTER

Use our letter template : [Making a request for an EHC needs assessment](#), fully describing how your child meets the legal test for an EHCNA:

Your child has or **may** have SEN
Evidence of SEN could be assessment reports or referrals, SEN plans or any adjustments made.

Your child **may** need SEP
List any evidence that proves, despite SEN support (specify what support has been received), your child is still struggling e.g. low attendance / EBSA / anxiety / disruptive behaviours / exclusions etc.

PARENT VIEWS

Use our guidance [Parent views for EHCNA](#) to help write a statement of your views.

Within this guidance, there are several resources that you can use and submit with your request. Look through these and complete any that are relevant.

When writing your views, **do NOT blame school**. The LA will be looking for evidence that school have correctly supported and followed the graduated approach. Be mindful that any reference to school not being supportive may result in the LA declining on the grounds that school need to do more.

SUBMITTING EVIDENCE

Gather as much evidence as possible. Ask school to provide all educational records or, if needed, submit a request to get all records referencing your child using our [Subject Access Request](#) template.

Along with the letter, parent views and any of our resources, consider submitting the following where applicable and appropriate:

- SEN plans – IEP, my plan, ILP etc.
- Attendance records
- Academic reports
- Exclusion letters
- Medical evidence – assessment reports, GP letter, CAMHS, SaLT, OT etc.

It is NOT TRUE that 3 cycles of APDR are required

It is NOT TRUE that diagnosis is required for an EHCP

It is NOT TRUE that LAs won't agree to parent requests