

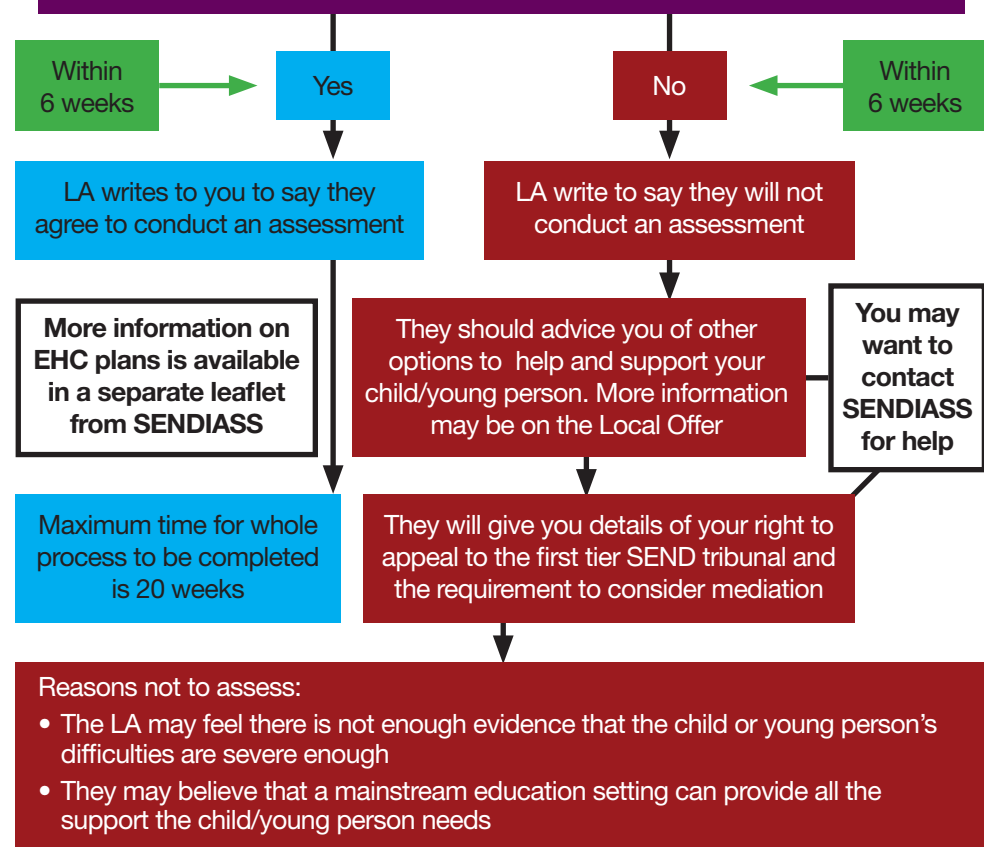
## Timeline

Letter received by local authority (LA).

The local authority will respond to your request and have six weeks to decide whether to carry out an assessment or not.

During this period they will consider your views and that of the child or young person and all the evidence relating to their special educational needs and/or disability. Any evidence to show that any progress made is only possible due to additional provision above that, that an early years setting, school/college or post 16 setting would normally be expected to provide.

If a young person is over 18 years, whether remaining in education or training would help them to progress and make a successful transition to adult life.



## Requesting an Education Health and Care needs assessment

**Dudley special educational needs and disability information, advice and support service (SENDIASS)**

- Free
- Impartial
- Confidential

### For more information contact:

**Dudley SEND information, advice and support service**

An answering machine is in operation, please leave a message and we will return your call.



Tel: 01384 817373

E-mail: [dudley.sendiass@dudley.gov.uk](mailto:dudley.sendiass@dudley.gov.uk)

Web: [www.dudley.gov.uk/dudleysendiass](http://www.dudley.gov.uk/dudleysendiass)



**An education health and care needs assessment can be carried out on a child or young person from birth to 25 years**

### **Who may need an EHC needs assessment?**

Despite an early years setting, school or college taking relevant actions to identify, assess and meet the special educational needs of a child or young person, that child may not have made the expected progress they should. Their needs are likely to be so substantial that the school or college cannot meet them from within their own resources. Alternatively, a parent of a child up to five years old may make a request if they believe their child could need extra help when they start school.



### **What is an EHC needs assessment?**

This legal process is carried out by the local authority and is a detailed exploration to find out what a child or young person's special educational needs are and what provision needs to be put in place to meet those needs.



### **Does the local authority have to comply with a request for an assessment?**

Yes unless:

- The child or young person already has an EHCP (Education Health and Care Plan)
- An EHC needs assessment has been made in the last six months
- The local authority believes upon examining evidence that an EHC needs assessment is not necessary
- The child or young person only has health or care needs

**A local authority will only carry out an EHC needs assessment if it believes a child or young person probably has special educational needs and that they need or probably need to determine the level of the child or young person's special educational provision by writing a EHC plan.**

### **Who can request an EHC needs assessment?**

- The nursery setting, school or college
- A parent/carer of any child from birth to 16 years of age
- A young person themselves between 16 and up to 25, if they understand the process sufficiently themselves. Or their parent can do so on their behalf
- Any other professional who is concerned about the child or young person's special educational needs

**Parents and/or the young person should be consulted before a request for an EHC needs assessment is made.**

**It is advisable for parents to discuss with the early years setting, school or college any concerns they may have about the child/young person's SEN provision before requesting an EHC needs assessment.**

### **What to include in your request for an EHC needs assessment**

You must write to:

SEND team manager

Ladies Walk Centre, Ladies Walk, Sedgley, Dudley DY3 3UA

The letter below gives you a template to use:

Your address

Date

Child/young person's name

Child/young person's date of birth

I am requesting an assessment of the Education, Health & Social Care needs under Section 36(1) of the Children & Families Act 2014 of the above child/young person.

If possible include details of:

- The name of the nursery/school/college attended
- The child or young person's special educational needs and/or disabilities
- How these needs affect the child/young person
- Any lack of progress, behavioural difficulties, emotional and social difficulties displayed at nursery/school or college
- Any extra support/strategies that are in place already to help them and any services that are involved such as speech and language therapy, learning support and the educational psychologist
- Is there any other extra help/support you believe would make a difference (if known)
- You can include copies of any reports, assessments and letters you may have that could help with your request

Sign and print your name and state if you are a parent/carer

Remember to keep a copy for your records.