

# Template Parental EHC Request Letter



Giving  
**disabled children**  
a brighter future

On the next page you can find a template letter to request an Education Health and Care (EHC) needs assessment from your local authority. This should be submitted to the SEND team along with any supporting evidence, you can find out how to contact them on the local authority website.

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.

Once the template letter has been sent you should receive a letter from the local authority acknowledging receipt of your request. They will then make a decision on whether an EHC Needs Assessment is needed within six weeks. They may contact the early years setting, school or college for additional information. They will let you know this decision by phone and/or in writing.

## What to include in the request letter

Outline the child or young person's special educational needs, including any diagnosis your child has.

There are four areas of SEND and it may help to mention any 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 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 the 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 being unable to access school, having multiple fixed term exclusions or being 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 SEND support plan.

Your child 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:

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

You should include copied reports from any assessments to help give a clear picture of your child'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.

They may also ask you to submit the Family Conversation and My Views document along with your request. You can find a copy of these on the local authority website or ask the SEND team for a copy.

## 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 note 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 your local SENDIASS

You can find more information and guides at [www.kids.org.uk/sendiaass](http://www.kids.org.uk/sendiaass)

[Insert named person]  
[Insert SEND team name]  
[Local authority address]  
[Insert date]

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

Dear [named person],

**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 early years provider, school or college].

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 placement 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 and include copies of this evidence when you submit the request.]

The following people have been involved with support for my child 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,

{Sign and insert your name}