Your address and contact details

Address of your Director of Children’s Services in your local authority

(You can find the names and addresses for England here <https://adcs.org.uk/contacts/directors-of-childrens-services#view8> Copy and paste this into your browser. You can use either postal or email address or both)

REQUEST FOR EDUCATION HEALTH & CARE ASSESSMENT

Dear Director,

My child, [full name] born [date of birth], has special educational needs identified in their current [school or setting], [details]. I would like to ask for an assessment of their Education, Health and Care needs.

[Include details of diagnosis, if you have them such as vision impairment, hearing impairment, CHARGE syndrome, Down Syndrome, cerebral palsy, autism, ADHD, global development delay. Try to include detail such as vision impairment measurements, hearing measurements, type of cerebral palsy, developmental scores from assessments etc. if you have them]

e.g. my child has CHARGE syndrome. They have colobomas, are registered as severely sight impaired and have a profound hearing loss.

e.g. my child is registered as sight impaired and has cerebral palsy, affecting their arms and legs and uses a wheelchair.

[Add letters/assessments from professionals with this document]

My child is achieving the following levels at their current age. [Include information from the school/setting here about how your child is doing compared to other children of similar age. It can show how your child needs help to learn.

e.g. my child is achieving at the level of a 2-year-old child as shown by the nursery, but is now 4 years old.

I would like to request an assessment of needs for an EHC plan so that my child can have appropriate support in their education, in addition to the support the [school or setting] can provide. This might include:

* Equipment   
  [add anything you think will help, like a radio aid for hearing impairment, braille technology, specialist seating, etc]

e.g. My child could benefit from a radio aid in the classroom to link their hearing aids to the direct voice of the teacher.   
e.g. My child needs a specialist chair for nursery to enable them to access play equipment))

* Specialist support   
  [add anything you think will help, like a qualified teacher of MSI children, or a mobility and habilitation specialist]

e.g. My child needs a specialist teacher of hearing impaired children to visit in school and o train staff so that they can learn with other children

* School support   
  [add anything you think will help, like support in the classroom, intervenor, etc. Explain why you believe the child needs more than school can provide now]

e.g. My child needs one to one help for communication because they use signs, pictures, and a communication device.

e.g. My child needs support to join in with activities like painting and play because they cannot handle things unaided)

* Specialist activities and interventions   
  [add anything you think will help, such as particular teaching activities for communication, literacy etc. Be as specific as you can and use what the school or other professionals have suggested]

e.g. My child needs a daily vision programme to help develop their vision in a darkened room

[Add one of the following sentences if you can:

My child is unable to make their own comments about this assessment request because they are very young or do not have sufficient communication skills.

OR My child has said they would like to have the following provision in school; or has recognised they need specialist help by saying:

(include your child’s views here).]

e.g. they would like to be able to play with their friends in the playground but can’t get out.

e.g. they can’t hear what the teacher says when it’s noisy.

This evidence shows that my child does have special educational needs and that specialist provision is required. This is in line with section 36 (8) of the Children and Families Act 2014 and meets both the requirements for Needs Assessment, firstly that my child has special educational needs and secondly that they need specialist provision.

This request requires a reply within six weeks and if this is refused, then we can appeal to a Special Educational Needs and Disability Tribunal (First Tier Tribunal).

Yours faithfully

[Your name]