

PRIVATE AND CONFIDENTIAL

[Insert your address]
[Telephone number]
[Email address]

[Insert name and address of local authority]

[Insert email of Director of Children's Services for your area and local authority SEND team]

[Insert date]

REQUEST FOR EHC NEEDS ASSESSMENT - Insert name of young person and dob

Dear [Insert name of Director of Children's Services for your area],

I am the parent of [insert name of young person] who is currently in year [year group] at [school name] and am writing to request an Education, Health and Care needs assessment under section 36 of the Children and Families Act 2014.

Reasons for request

I believe that [name] is entitled to an assessment of their needs because he/she requires special educational provision to meet their needs.

I understand that the test that the LA must apply in considering this request is contained in section 36(8) of the Children and Families Act 2014 and has two parts. Part one of the test is that the child or young person has or may have special educational needs. Part two of the test is that it may be necessary for special educational provision to be made for the child/young person through the issuing of an EHC plan.

I believe that a full assessment of [Child's Name]'s education, health and care needs is necessary to determine what level of provision is required to help [him/her/them] achieve the best possible educational and life outcomes.

[Explain the difficulties your child is experiencing at home and in school and any support that has already been provided. Mention any diagnoses, if relevant, and how your child's education is being affected eg attainment/ rates of progress/ why they are not making expected progress.]

For example:

Ella presents with a range of complex needs that affect her learning, emotional wellbeing, and daily functioning, both at school and at home. Although she is not yet formally diagnosed, she is currently being assessed for autism spectrum disorder, and many of her traits are consistent with this, including sensory sensitivities, difficulties with emotional regulation, social interaction challenges, and demand avoidance.

At school, Ella masks her difficulties to a significant extent, often appearing quiet, compliant, and well-behaved in the classroom. However, this masking comes at a considerable emotional cost. She internalises her distress throughout the school day, which leads to frequent emotional outbursts, shutdowns, or extreme anxiety once she returns home. She regularly experiences meltdowns after school, sometimes crying, screaming, or withdrawing entirely for long periods of time. She is often exhausted and overwhelmed and needs substantial recovery time each evening and weekend to regulate.

Although she may appear to cope during school hours, she is not engaging fully in learning. She often appears distracted, fatigued, or disconnected. She struggles with following instructions, initiating tasks, and transitioning between activities. Sensory issues, particularly around noise, clothing, and crowded spaces, also make the school environment very challenging for her. She has also become increasingly anxious about attending school, expressing dread and often complaining of physical symptoms such as headaches or stomach aches in the mornings.

At home, Ella exhibits high levels of emotional distress. She struggles with daily tasks such as getting dressed, brushing her teeth, or transitioning between activities, often leading to intense reactions. She is extremely sensitive to tone of voice, perceived criticism, or unexpected changes in plans. She requires significant support and reassurance to complete even basic routines, and her anxiety has started to affect the whole family's wellbeing. Sleep is also a challenge, with difficulties falling and staying asleep due to anxiety and sensory sensitivities.

While the school has put some SEN support strategies in place, such as access to a calm space and occasional check-ins with the SENCO, these are reactive rather than proactive and are not meeting her underlying needs. Her academic progress has stalled, especially in literacy and maths, and her confidence and self-esteem are rapidly declining. She is becoming increasingly isolated and emotionally fragile, and I am concerned about the long-term impact on her mental health and educational engagement.

Due to the complex and often hidden nature of Ella's needs, I believe that a full Education, Health and Care Needs Assessment is crucial. This would allow for a coordinated, multi-agency understanding of her profile, including input from educational psychology, speech and language therapy, occupational therapy, and mental health professionals so that an appropriate, individualised plan of support can be put in place across both education and care settings. Without this level of intervention, I fear her needs will continue to go unmet, and her difficulties will escalate further.

I am enclosing the following evidence in support of my request:

List here any evidence that you wish to be considered. For example:

- Copies of any reports from professionals (e.g., EP, SALT, CAMHS, Paediatrician)
- School reports or SEN support plans
- Relevant medical or developmental information
- A personal statement or views from the child/young person

In summary [Child's Name] presents with the following:

- *Anxiety*
- *Risky behaviour*
- *Anger & Rage*
- *Emotional Dysregulation*
- *Frustrated when others do not stick to plans.*
- *Irritability*
- *Controlling behaviour*
- *Struggles with friendships*
- *Distractibility*
- *Sleep issues*
- *Personal care/ hygiene: Struggles to baths and brush teeth*
- *Difficulty staying on task- Gets bored/ restless easily*
- *Trouble listening*
- *Impatience*
- *No sense of danger*

I confirm that an EHC needs assessment has not been undertaken during the previous six months.

OR

Although an EHC needs assessment has been completed within 6 months, I consider it is necessary for a further assessment to be undertaken because [insert reasons here].

Please consider this letter as a formal request for an Education, Health and Care Needs Assessment as outlined in the SEND Code of Practice 2015. I understand that you are required to respond to this request within six weeks, as per the statutory guidance. I look forward to hearing from you by no later than [insert date 6 weeks from the date of the letter].

Please kindly acknowledge receipt of this application and should you require any additional information or documentation to support this request, please let me know.

Yours faithfully,

[insert name]