

Requesting an EHC Assessment – Checklist

Please include this checklist with your request

Child/YP's Name	Date of Birth	Educational Establishment

NB. If there is a document that you cannot provide or that is not relevant, please indicate the reason for its omission.

Covering letter – why requesting now?															
SEND Support Plan 3 Cycles Reviewed from September 2015 (is the expectation)															
Parent/YP views (should be included in SEND Support Plan)															
SEND Profiles being used (should be referred to in SEND Support Plan)															
Current professional reports that have informed your practice with the child/YP <table border="1" style="width: 100%; margin-top: 10px;"> <tbody> <tr><td style="width: 80%;">EP</td><td style="width: 20%;"></td></tr> <tr><td>Community Paediatrics</td><td></td></tr> <tr><td>SaLT</td><td></td></tr> <tr><td>OT</td><td></td></tr> <tr><td>Physiotherapy</td><td></td></tr> <tr><td>CAMHS</td><td></td></tr> <tr><td>Other</td><td></td></tr> </tbody> </table>	EP		Community Paediatrics		SaLT		OT		Physiotherapy		CAMHS		Other		
EP															
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CAMHS															
Other															
Details of professionals who are <u>currently</u> working with the family (e.g. social worker, family support worker, outreach worker) written into SEND Support Plan															
Costed provision map, individualised for the specific child/YP (e.g. with group costs divided by the number of children in the group)															
Example/s of work, if relevant to the case you are making in your request															
Rate of progress/Achievement compared to same age peers															
Parental Consent to the assessment request (and the YPs consent where appropriate) <i>I give my consent for pre-school/school/college to request an Educational, Health and Care needs assessment for my son/daughter</i> Signed..... (parent/carer) Print Name..... <i>I give my consent for school/college to request an Educational, Health and Care needs assessment on my behalf</i> Signed*.....(student 16yrs and above) Print Name..... <i>*this can be provided in the main way in which the young person communicates in print including being signed on behalf by their parent/carer</i>															

Panel Decisions:

Where the SEND Panel do not agree to an EHC assessment, the Code of Practice gives strict timeframes for the local authority to respond. If a 'No' decision is issued the reasons for the decision are given as part of the response. If you are able to address the reasons then, of course, a second application is welcome however, it is a separate application and the process must start again from the beginning.