



## Requesting an EHC Needs Assessment

This guide is to provide you with some practical tips for completing a needs assessment request. For more information on the process and when to apply, please see our EHC needs assessments resources [click here](#)

### When should a local authority carry out an EHC needs assessment?

If a local authority (“LA”) is requested to carry out an EHC needs assessment by a parent, young person, school or college, they must consider:

- whether the child or young person **has or may have** special educational needs (“SEN”); and
- whether they **may** need special educational provision to be made through an EHC plan.

(From (section 36(8) of the Children and Families Act 2014)

If the answer to both of these questions is yes, they **must** carry out an EHC needs assessment.

### How do I make the request?

It is sufficient to write a letter to the Local Authority to make a request, however we advise using the Local Authority’s own request template as it will prompt you to provide the relevant information needed to make the decision.

Each Local Authority publishes either a link to a request form or access to an online portal on their Local Offer Website.

Please follow the link to your Local Authority below:

[Bristol](#)

[North Somerset](#)

[South Gloucestershire](#)

Alternatively, you can find a template letter for making a needs assessment request here:  
<https://www.ipsea.org.uk/making-a-request-for-an-ehc-needs-assessment>

**Please note, a young person can make their own request if they are aged 16-25, although it is common for parents to support them with this or make it on their behalf if they do not have capacity.**

## What should I write in my application?

It is a good idea to speak to the school/setting before making a request. They can provide important information about your child's progress and any additional support they have already put in place for them. However, the Local Authority should also approach the school for further information when they receive a request.

There is no set formula for what to write in the request as it will depend on the individual child or young person's own specific needs. However, here are some pointers to help:

As an introduction, you may want to give some background information on your child/young person. You could list any key events or milestones that you feel give context to their current needs. For example

-Developmental/ Speech and Language delays

-Traumatic or significant events

-Difficulties accessing school or education. Any school refusal, reduced timetables or pattern of exclusions

### Think about the Legal Test for making an assessment:

Whether the child or young person **has or may have** special educational needs ("SEN")

#### Consider:

- What, if any, of your child/YPs needs are identified?
- Do you have any professional reports or assessments you could submit with your request? These could be from school or a health professional.
- Are there any additional needs you do not feel have been fully identified or understood? The SEND Code of Practice can be useful in helping you consider the **broad areas of SEN** need under paragraphs 6.28- 6.35:  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/398815/SEND Code of Practice January 2015.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/398815/SEND_Code_of_Practice_January_2015.pdf)

Whether they **may** need special educational provision to be made through an EHC plan.

#### Consider:

- Is your child/ Young person making expected progress? What are the school reports saying about their progress?

- What, if any, additional support has the school/setting put in place? Is this something that can continue or is it over and above what their peers are receiving?
- What are your concerns about your child/ young person's learning and progress, including their social and emotional development?
- Why do you feel an EHC needs assessment is needed?

It can be a good idea to set out your request in bullet points so it is clear and concise.

Try to focus on the current issues. If you are giving some background information for context, try to keep this brief and factual.

It is a good idea to make copies of the assessment request as well as any documents /evidence you submit, so you have a reference.

If you have any further questions please contact us at [support@sendandyou.org.uk](mailto:support@sendandyou.org.uk) or telephone 0117 989 7725